THE PROCUREMENT PROCESS REQUISITION THROUGH INVOICE VERIFICATION

Module 2

Purchase Order Process

AASIS Support Center, Patricia Orr
Revised, August 1, 2004

Chapter 1

RFQ Process

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        Revised, August 1, 2004

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RFQ Edit Header Item Environment System Help

Create RFQ : Initial Screen

Reference to PReq   Ref. to outl. agreement

RFQ type
Language Key
RFQ date
Quotation deadline
RFQ

WHAT IS A REQUEST FOR QUOTATION?

Organizational data
Purch. Organization
Purchasing group

Default data for items
Item category
Delivery date   T
Plant
Storage Location
Material Group
Req. Tracking Number

ETR (1) (512) sapetr INS

A request for quotation (RFQ) is an invitation extended to a vendor by a purchasing organization to submit a quotation (bid) for the supply of materials or performance of services.

In contrast to other purchasing documents, you cannot enter an account assignment in an RFQ.

Before creating an RFQ, you should consider the following:

• **Vendors:** Do you have a list of suitable vendors for the RFQ?

•**Deadlines:** What are the important deadlines for bidding, if any (for example, the deadline for submission of quotations)?

•**Collective number:** We recommend that you assign the RFQ a collective number. You enter this number once, and the system copies it for each RFQ you create within a competitive bidding process.
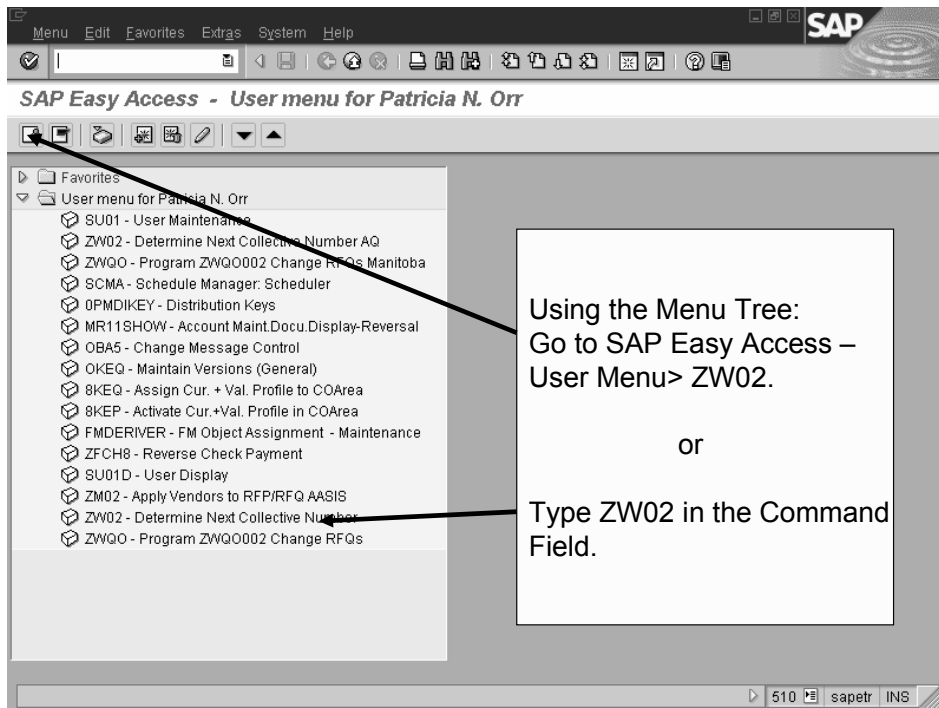
Create the Next Collective Number ZW02

USING THE MENU TREE GO TO YOU SAP USER MENU DOUBLE CLICK ON ZW02 – DETERMINE NEXT COLLECTIVE NUMBER

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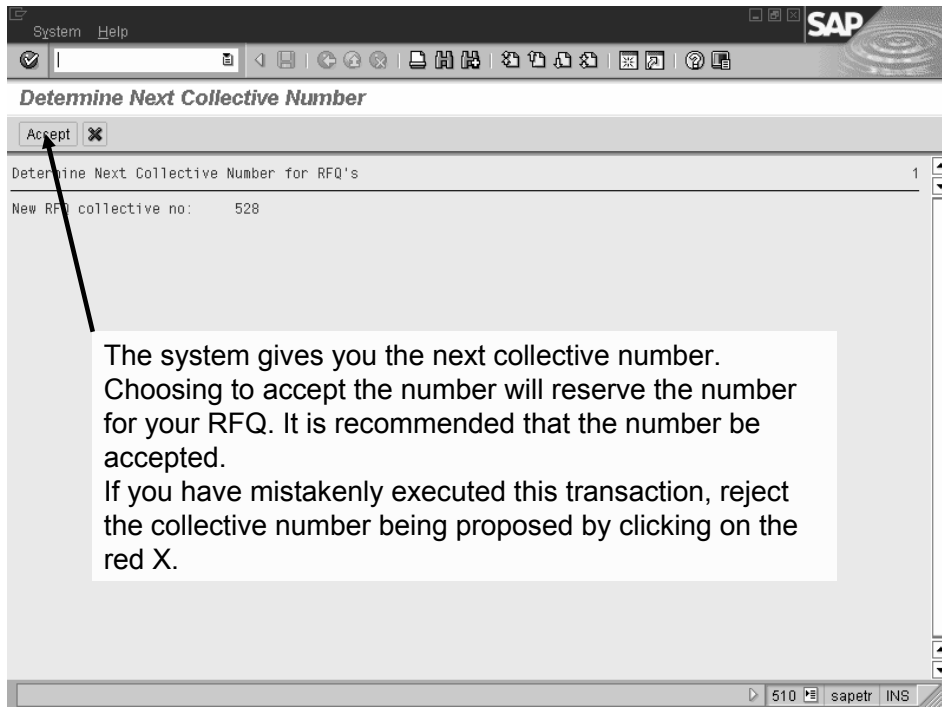   Revised, August 1, 2004

A collective number is a number that can be used to group together all RFQ's issued to potential bidders, or the quotes received from bidders for a proposed procurement of goods or services.

The collective number is automatically generated for you to ensure that the same number is not used for two separate formal bids.

This procedure allows you to display the next available collective number, used in RFQ documents, and allows you to accept or reject this number.

The collective number may also be added manually. For example, an agency could use a tracking number, contract number, etc.
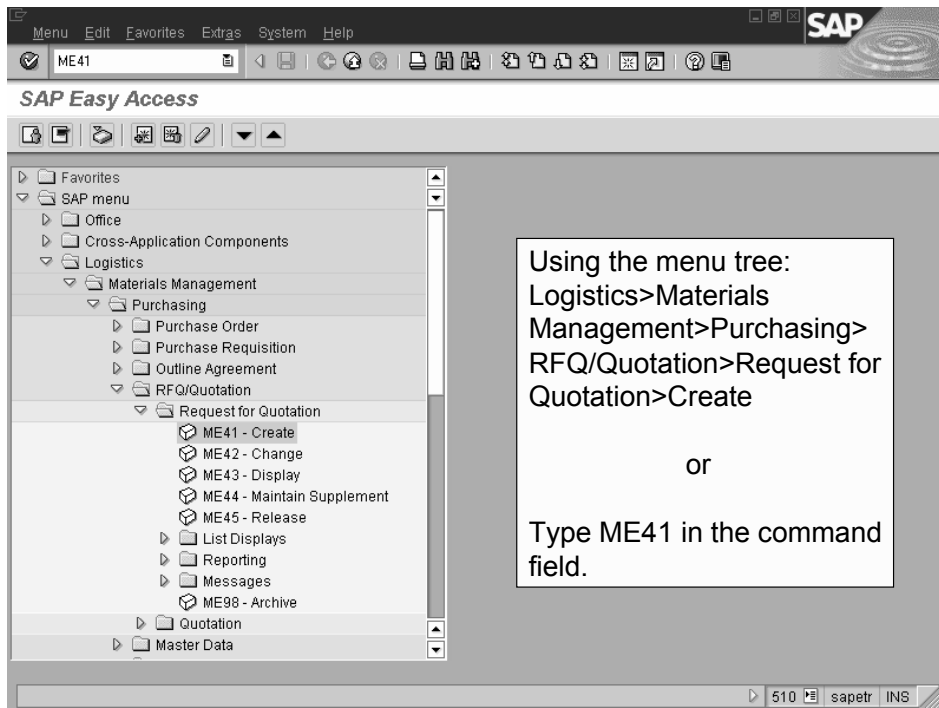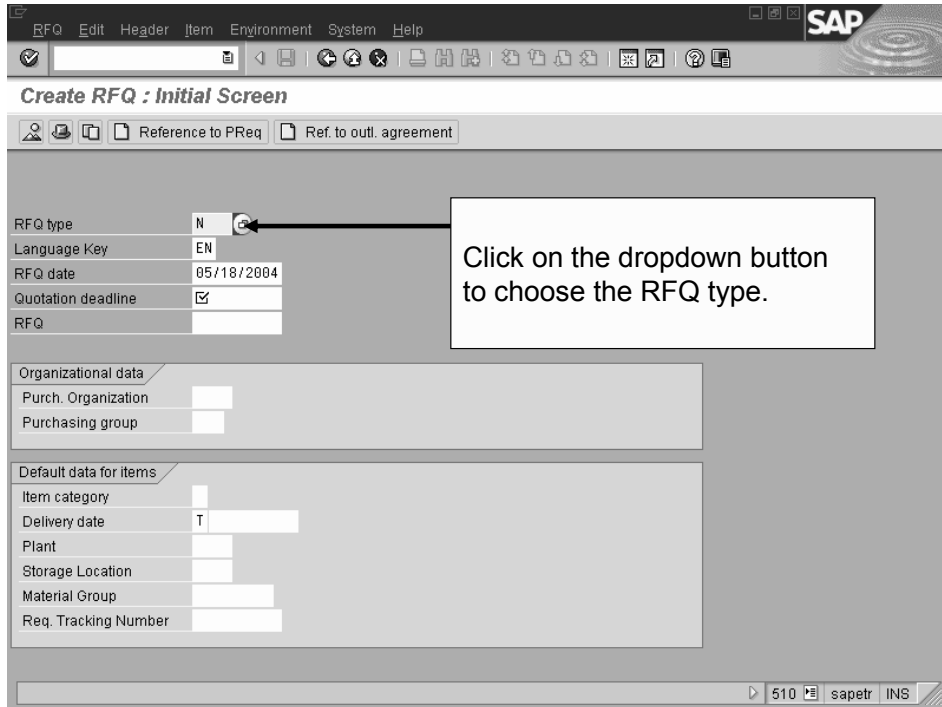
SAP

SAP Easy Access - User menu for Patricia N. Orr

Menu Edit Favorites Extras System Help

▷ 🗀 Favorites
▽ 🗀 User menu for Patricia N. Orr
　　📀 SU01 - User Maintenance
　　📀 ZW02 - Determine Next Collective Number AQ
　　📀 ZWQO - Program ZWQO002 Change RFQs Manitoba
　　📀 SCMA - Schedule Manager: Scheduler
　　📀 0PMDIKEY - Distribution Keys
　　📀 MR11SHOW - Account Maint.Docu.Display-Reversal
　　📀 OBA5 - Change Message Control
　　📀 OKEQ - Maintain Versions (General)
　　📀 8KEQ - Assign Cur. + Val. Profile to COArea
　　📀 8KEP - Activate Cur.+Val. Profile in COArea
　　📀 FMDERIVER - FM Object Assignment - Maintenance
　　📀 ZFCH8 - Reverse Check Payment
　　📀 SU01D - User Display
　　📀 ZM02 - Apply Vendors to RFP/RFQ AASIS
　　📀 ZW02 - Determine Next Collective Number
　　📀 ZWQO - Program ZWQO002 Change RFQs

Using the Menu Tree:
Go to SAP Easy Access –
User Menu> ZW02.

or

Type ZW02 in the Command
Field.

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System   Help

Determine Next Collective Number

Accept   ✖

Determine Next Collective Number for RFQ's   1

New RFQ collective no: 528

The system gives you the next collective number.
Choosing to accept the number will reserve the number
for your RFQ. It is recommended that the number be
accepted.
If you have mistakenly executed this transaction, reject
the collective number being proposed by clicking on the
red X.

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Create a Request for Quotation ME41

USING THE MENU TREE GO Logistics>Material Management>Purchasing>RFQ/ Quotation>Request for Quotation>Create

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SAP Easy Access

```
▷ 🗀 Favorites
▽ 🗀 SAP menu
   ▷ 🗀 Office
   ▷ 🗀 Cross-Application Components
   ▽ 🗀 Logistics
      ▽ 🗀 Materials Management
         ▽ 🗀 Purchasing
            ▷ 🗀 Purchase Order
            ▷ 🗀 Purchase Requisition
            ▷ 🗀 Outline Agreement
            ▽ 🗀 RFQ/Quotation
               ▽ 🗀 Request for Quotation
                  ◇ ME41 - Create
                  ◇ ME42 - Change
                  ◇ ME43 - Display
                  ◇ ME44 - Maintain Supplement
                  ◇ ME45 - Release
               ▷ 🗀 List Displays
               ▷ 🗀 Reporting
               ▷ 🗀 Messages
                  ◇ ME98 - Archive
            ▷ 🗀 Quotation
         ▷ 🗀 Master Data
```

Using the menu tree:
Logistics>Materials
Management>Purchasing>
RFQ/Quotation>Request for
Quotation>Create

or

Type ME41 in the command
field.

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Create RFQ : Initial Screen

RFQ Edit Header Item Environment System Help

Reference to PReq   Ref. to outl. agreement

RFQ type	N
Language Key	EN
RFQ date	05/18/2004
Quotation deadline	☑
RFQ	

Click on the dropdown button to choose the RFQ type.

Organizational data
Purch. Organization	
Purchasing group	

Default data for items
Item category	
Delivery date	T
Plant	
Storage Location	
Material Group	
Req. Tracking Number	

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Create RFQ : Initial Screen

RFQ type   N
Language Key   EN
RFQ date   05/18/2004
Quotation deadline ☑
RFQ

Organizational data
Purch. Organization
Purchasing group

Default data for items
Item category
Delivery date   T
Plant
Storage Location
Material Group
Req. Tracking Number

RFQ type (1)   4 Entries Found

Restrictions

Purch. doc. category: A

Ty...	Doc. type des...
N	Normal RFQ
NP	Normal RFP
P	Prof. Svc. RFQ
PP	Prof. Svc. RFP

4 Entries Found

The choice that will default is type "N" (Normal RFQ). You can change the type as needed.

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Create RFQ : Initial Screen

RFQ Edit Header Item Environment System Help

SAP

Reference to PReq   Ref. to outl. agreement

RFQ type	N
Language Key	EN
RFQ date	05/18/2004
Quotation deadline	05/25/2004
RFQ	

Organizational data

Purch. Organization	0610
Purchasing group	C00

Default data for items

Item category	
Delivery date	T 06/29/2004
Plant	9999
Storage Location	
Material Group	
Req. Tracking Number	trisha

Enter the Quotation deadline (the date the quotations are due), the Purchasing Organization, Purchasing group, Delivery date, plant and Req. Tracking Number.
Hit Enter to continue.

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RFQ   Edit   Header   Item   Environment   System   Help

Create RFQ : Header Data

RFQ		Company Code	ARK	Purchasing group	C00
RFQ type	N			Purch. Organization	0610
Vendor					

Administrative fields

RFQ date	05/18/2004	Item interval	10	Coll. no.	528
				Quot.dead.	05/26/2004
Validity start		Validity end			

The only required field on the header
data screen is the Coll. no. field.
Enter the number that you received from
Transaction ZW02. The validity start and
validity end fields may be entered to
show the expected duration should the
RFQ result in a term contract.

⊗ Make an entry in all requ   ▷ 510 ▣ sapetr INS

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| RFQ | Edit | Header | Item | Environment | System | Help |

Other document
Create
Change
Display
Copy   Ctrl+F2
Create with Reference   ▸   To purchase req.   Ctrl+F3
Save   Ctrl+S   To outline agreement   Ctrl+F4
Follow-on functions   ▸
Exit   Shift+F3

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RFQ date   05/18/2004   Item interval   10   Coll. no.   528
                                                           Quot.dead.   05/25/2004

Validity start   Validity end

Processing group   C00
Organization   0610

To reference a requisition into this RFQ follow the menu path
RFQ>Create with Reference>To purchase req.

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Create RFQ : Header Data

RFQ		Company Code	ARK	Purchasing group	C00
RFQ type	N			Purch. Organization	0610
Vendor					

Selection of Purchase Requisitions

Purch.req.	1000000350
Requisn. item	
Purch. Group	C00
Document type	
Material	
MPN material	
Plant	
Item category	
Acct.assig.cat.	
Tracking Number	
Supplying plant	
☑ Assigned	
☑ Stock material	
☑ Open only	

| Coll. no. | 528 |
| Quot.dead. | 05/25/2004 |

Enter the requisition being referenced in this RFQ. Click the green check or hit enter to continue. Other reference documents that may be selected are existing RFQ's and existing Outline Agreements.

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Create RFQ : Selection List: Purchase Requisitions

Adopt + details

	Purch.req.	Item	Material	Short text	Plnt	SLoc	I	A	Cl.	Qty		Un	C	Deliv. date	
	000000350	10	10100035	animal food	9999			K	☐	5.000		EA	D	06/30/2004	

Select the item/items you wish to include on your RFQ by clicking on the box to the left of the item/items. Click the "adopt button" to continue. This "adopt button" will copy all the selected items into the RFQ.

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Create RF...

RFQ Edit Header Item Environment System Help

Menu item	Shortcut	Submenu	Shortcut
Details	F6	Text overview	F8
Texts	▶	Long text screen	
Vendor address	F7	Adopt text	
Conditions		Delete text	
Statistics	▶		
Versions			
Release strategy	Ctrl+Shift+F6		
Partners	Ctrl+Shift+F5		
Messages	Shift+F1		
Foreign trade/customs			
Call vendor			

RFQ
Vendor

RFQ date 5/18/2004
Quot.dead. 05/25/2004

RFQ items

Item	I	Mate	RFQ quantity	O...	C	Deliv. date	Matl group	Plnt	SLoc	D	T...
10		1010	5	EA	D	06/30/2004	32500	9999			
20					D	06/29/2004		9999			
30					D	06/29/2004		9999			
40											
50											
60											
70											
80											
90											
100											
110											
120											
130											

Specific header text can be entered in the
document by following the above menu path:

Header>Texts>Text Overview or:

The user can use the header (hat) icon and then
the text icon from within the header screen.

Item   10

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RFQ Edit Header Item Environment System Help

Create RFQ : Header Texts

Long text

Purchasing Doc.		Company Code	ARK	Purchasing group	C00
		Document Type	N	Purch. Organization	0610
Vendor					

Header texts

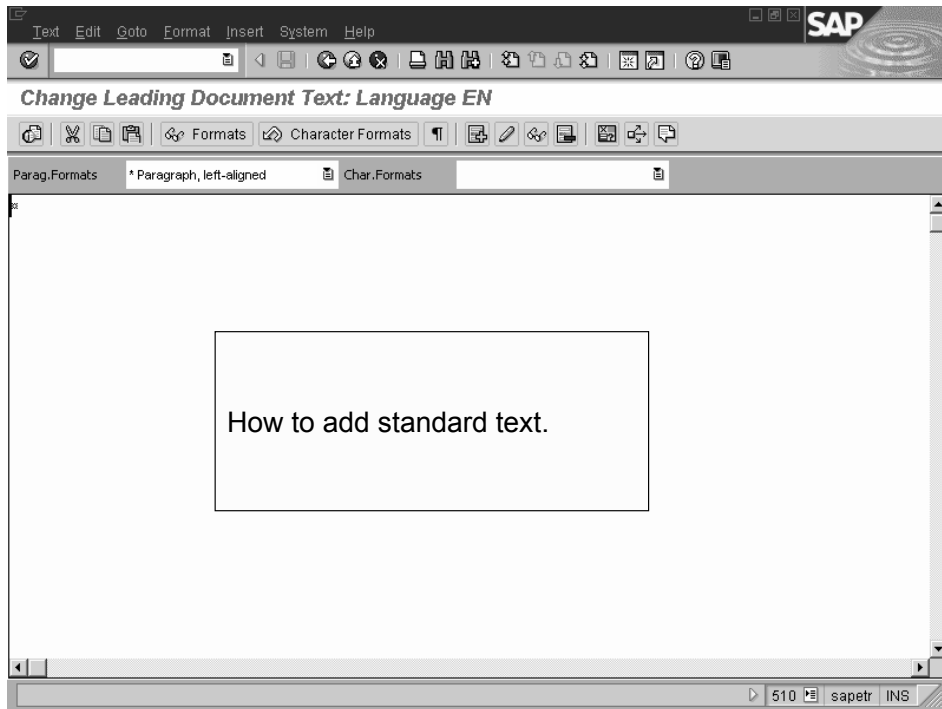TxtType   Text   More text   Status

☐ Leading Document Text

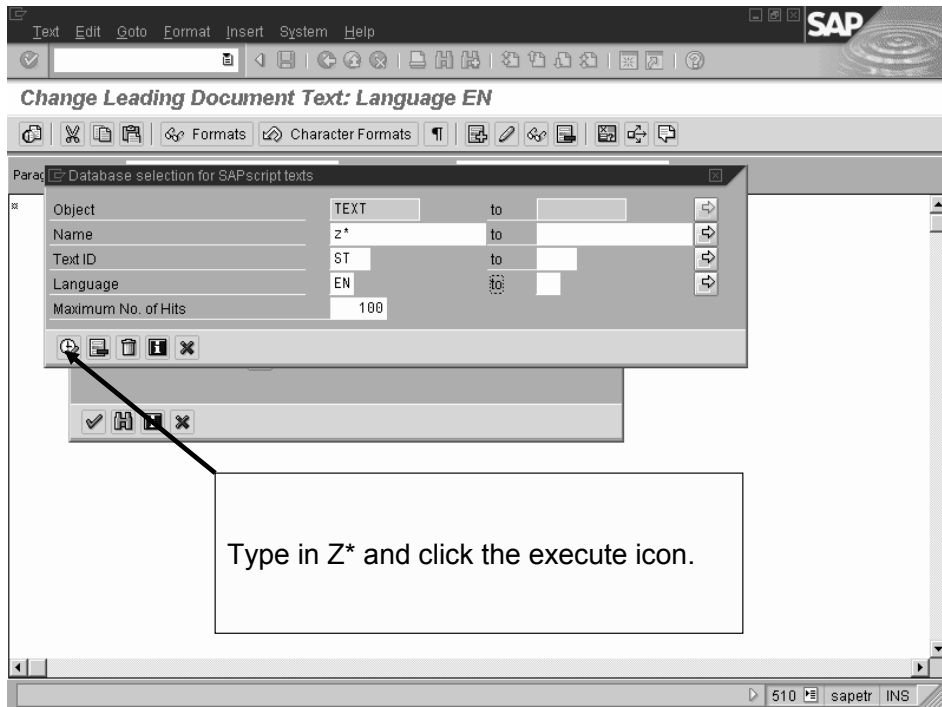Enter appropriate text in the boxes supplied.

Page down to see other options.

Double click to expand the fields.

☐ Send Quotation to

☐ Agency contact information

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Text Edit Goto Format Insert System Help

Change Agency contact information: Language EN

Parag.Formats   * Paragraph, left-aligned   Char.Formats

Contact Patricia Orr at 501-555-5555 with any questions
regarding this RFQ. *

This is an example of the long text
screen. Add, edit or view text here.

Hit the green arrow back to return to the
Text Overview.

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Text Edit Goto Format Insert System Help

SAP

Change Leading Document Text: Language EN

Parag.Formats * Paragraph, left-aligned   Char.Formats

How to add standard text.

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Change Leading Doc

Text	Edit	Goto	Format	Insert	System	Help

Symbols ▸
Text ▸   Standard...   Ctrl+Shift+F5
Clipboard ▸   Documentation...
Characters ▸   Hypertext...
Graphics...

Parag.Formats   * Paragraph, left- ...   ...ormats

To add standard text go to Insert>
Text>Standard.

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Change Leading Document Text: Language EN

Text | Edit | Goto | Format | Insert | System | Help

Parag.Formats | * Paragraph, left-aligned | Char.Formats

Insert Text

Text object	TEXT	SAPscript standard texts
Text Name		
Text ID	ST	Standard text
Language		

☐ Expand Immediately

Click on Matchcode Search

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Change Leading Document Text: Language EN

Database selection for SAPscript texts

Object	TEXT	to	
Name	Z*	to	
Text ID	ST	to	
Language	EN	to	
Maximum No. of Hits	100		

Type in Z* and click the execute icon.

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Name	L...	Object	ID	Form	Style	Ti
ZINV0115	EN	TEXT	ST			Ir
ZINV0150	EN	TEXT	ST			Ir
ZINV0167	EN	TEXT	ST			Ir
ZINV0190-001	EN	TEXT	ST			Ir
ZINV0190-002	EN	TEXT	ST			Ir
ZINV0190-003	EN	TEXT	ST			Ir
ZINV0193	EN	TEXT	ST			Ir
ZINV0203	EN	TEXT	ST			
ZINV0205	EN	TEXT	ST			
ZINV0206-001	EN	TEXT	ST			
ZINV0206-002	EN	TEXT	ST			
ZINV0210	EN	TEXT	ST			
ZINV0211	EN	TEXT	ST			
ZINV0212	EN	TEXT	ST			
ZINV0215	EN	TEXT	ST			
ZINV0216	EN	TEXT	ST			
ZINV0218	EN	TEXT	ST			
ZINV0220	EN	TEXT	ST			Ir
ZINV0228-001	EN	TEXT	ST			Ir
ZINV0228-002	EN	TEXT	ST			Ir

The invoice address for your agency ends in your business area number. Highlight your Z* number and green check.

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Text Edit Goto Format Insert System Help

Change Leading Document Text: Language EN

Parag.Formats * Paragraph, left-aligned   Char.Formats

Insert Text

Text object	TEXT	SAPscript standard texts
Text Name	ZINV0212	
Text ID	ST	Standard text
Language		

☑ Expand Immediately

Your "Z" invoice address will populate into the text name field. Click the Expand immed. Box and green check.

510 sapetr INS

Change Leading Document Text: Language EN

Parag.Formats   * Paragraph, left-aligned   Char.Formats

```
State Board of Barber Examiners
Donaghey South Bldg, C.Kirkpatrick
103 E. 7th St., 2nd Floor
Little Rock, AR
72201*
```

Your invoice address populates
onto the screen.

Green arrow back twice to return
to main screen.

Text ZINV0212 ID ST language EN was included and expanded   510   sapetr   INS

Create RFQ : Item Overview

| RFQ | | RFQ type | N | | RFQ date | 05/18/2004 |
| Vendor | | | | | Quot.dead. | 05/25/2004 |

RFQ items

	Item	I	Material	Short text	RFQ quantity	O...	C	Deliv. date	Matl group	Plnt	SLoc	D	T...	
	10		10100035	animal food	5	EA	D	06/30/2004	32500	9999				
	20						D	06/29/2004		9999				
	30									9999				
	40									9999				
	50									9999				
	60									9999				
	70									9999				
	80									9999				
	90									9999				
	100									9999				
	110									9999				
	120						D	06/29/2004		9999				
	130						D	06/29/2004		9999				

Text specific to an item can be entered in the document by selecting an item and clicking on the Item Text icon.

Item   10

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RFQ Edit Header Item Environment System Help

Create RFQ : Texts for Item 00010

Long text

Item	10	Item category		Acct.assig.cat.	
Material	10100035	Material Group	32500	Plant	9999
Short text	animal food			StorageLocation	

Item texts

TxtType	Text	More text	Status
☐ Material Master Text			
	Animal Food, Dry	☐	
☐ Notes to Buyers			
		☐	

From this screen you can
make adjustments to your
Material Master Text and
type any instructions you may
have for the buyer in the
Notes to Buyers. Double
click in the fields to open them.

Green arrow back to return
to the Overview screen.

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Create RFQ : Item Overview

| RFQ | | RFQ type | N | RFQ date | 05/18/2004 |
| Vendor | | | | Quot.dead. | 05/25/2004 |
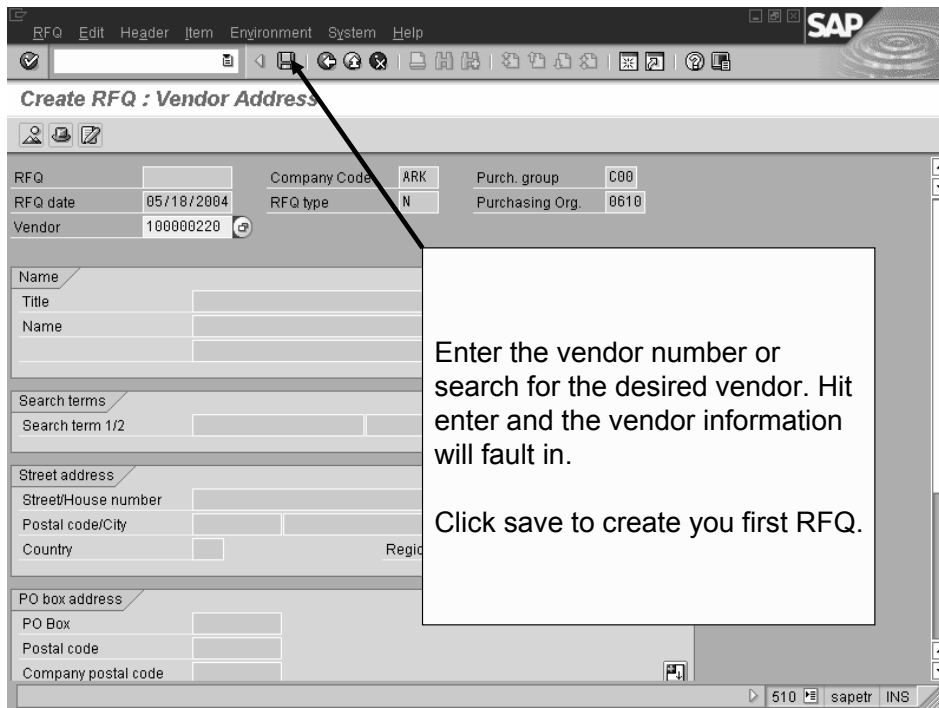
RFQ items

	Item	I	Material	Short text	RFQ quantity	O...	C	Deliv. date	Matl group	Plnt	SLoc	D	T...
	10		10100035	animal food	5	EA	D	06/30/2004	32500	9999			
	20						D	06/29/2004		9999			
	30						D	06/29/2004		9999			
	40						D	06/29/2004		9999			
	50						D	06/29/2004		9999			
	60							06/29/2004		9999			
	70							06/29/2004		9999			
	80							06/29/2004		9999			
	90							06/29/2004		9999			
	100							06/29/2004		9999			
	110							06/29/2004		9999			
	120						D	06/29/2004		9999			
	130						D	06/29/2004		9999			

Click the envelope to specify the vendors invited to submit a quote/proposal.

Item   10

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RFQ Edit Header Item Environment System Help

Create RFQ : Vendor Address

RFQ		Company Code	ARK	Purch. group	C00
RFQ date	05/18/2004	RFQ type	N	Purchasing Org.	0610
Vendor	100000220				

Name
Title
Name

Search terms
Search term 1/2

Street address
Street/House number
Postal code/City
Country   Regio

PO box address
PO Box
Postal code
Company postal code

Enter the vendor number or search for the desired vendor. Hit enter and the vendor information will fault in.

Click save to create you first RFQ.

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Create RFQ : Vendor Address

RFQ		Company Code	ARK	Purch. group	C00
RFQ date	05/18/2004	RFQ type	N	Purchasing Org.	0610
Vendor					

Name
Title
Name

You will receive a message at the bottom of your screen that your first RFQ was created. Enter more vendors in the same manner. When done click on the yellow "up" arrow.

Search terms
Search term 1/2

Street address
Street/House number
Postal code/City
Country

PO box address
PO Box
Postal code
Company postal code

Normal RFQ created under the number 6000000000   510   sapetr   INS

2-30

Create an Addendum on a Request for Quotation
ME42

USING THE MENU TREE GO
Logistics>Material Management>Purchasing>RFQ/ Quotation>Request for Quotation>Change

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Using the menu tree:
Logistics>Materials
Management>
Purchasing>RFQ/
Quotation>Request
for Quotation>Change

or

Type ME42 in the
command field.

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RFQ   Edit   Header   Item   Environment   System   Help

Change RFQ : Initial Screen
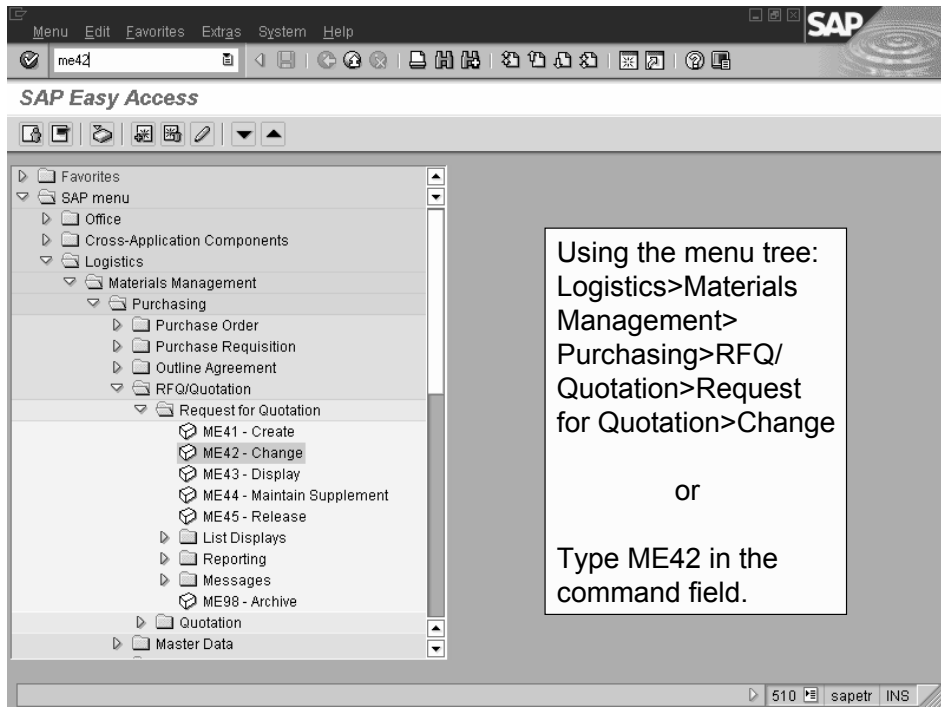
RFQ   6000000000

Enter a known RFQ document
number, or use the matchcode to
find one. Click the green check to
continue.

RFQ   Edit   Header   Item   Environment   System   Help

Change RFQ : Item Overview
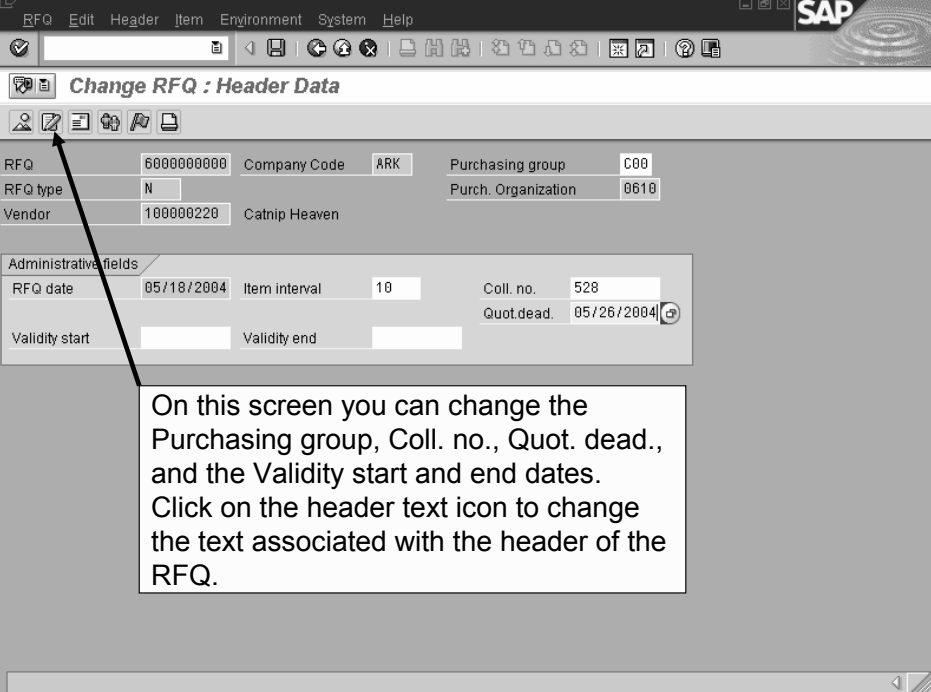
| RFQ | 6000000000 | RFQ type | N | | RFQ date | 05/18/2004 |
| Vendor | 100000220 | Catnip Heaven | | | Quot.dead. | 05/25/2004 |

RFQ items

	Item	I	Material	Short text	RFQ quantity	O...	C	Deliv. date	Matl group	Plnt	SLoc	D	T...	
	10		10100035	animal food	5	EA	D	07/14/2004	32500	9999				
	20						D	06/30/2004	32500	9999				
	30						D	06/30/2004	32500	9999				
	40						D	06/30/2004	32500	9999				
	50						D	06/30/2004	32500	9999				
	60						D	06/30/2004	32500	9999				
	70						D	06/30/2004	32500	9999				
	80						D	06/30/2004	32500	9999				
	90						D	06/30/2004	32500	9999				
	100						D	06/30/2004	32500	9999				
	110						D	06/30/2004	32500	9999				
	120						D	06/30/2004	32500	9999				
	130						D	06/30/2004	32500	9999				

You can change any field that is
not grayed out. Here the Delivery
date was changed from 6/30/2004
to 7/14/2004. Click on the header
icon (the hat) if any of the header
details need to be changed.

Item   10

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SAP

RFQ   Edit   Header   Item   Environment   System   Help

Change RFQ : Header Data

RFQ	6000000000	Company Code	ARK	Purchasing group	C00
RFQ type	N			Purch. Organization	0610
Vendor	100000220	Catnip Heaven			

Administrative fields

RFQ date	05/18/2004	Item interval	10	Coll. no.	528
				Quot.dead.	05/26/2004
Validity start		Validity end			

On this screen you can change the
Purchasing group, Coll. no., Quot. dead.,
and the Validity start and end dates.
Click on the header text icon to change
the text associated with the header of the
RFQ.

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RFQ   Edit   Header   Item   Environment   System   Help

Change RFQ : Header Texts

Long text

Purchasing Doc.	6000000000	Company Code	ARK	Purchasing group	C00
		Document Type	N	Purch. Organization	0610
Vendor	100000220	Catnip Heaven			

Header texts

| TxtType   Text | More text | Status |

☐ Leading Document Text

   Leading Document Text

☐ Send Quotation to

   Send Quotation to

☐ Agency contact information

   Agency contact information

> You can change any of the text fields. Remember you can page down and see additional fields. When you are done, click on the green back arrow to return to the overview screen.

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RFQ Edit Header Item Environment System Help

Change RFQ : Texts for Item 00010

Long text

Item	10	Item category		Acct.assig.cat.	
Material	10100035	Material Group	32500	Plant	9999
Short text	animal food			StorageLocation	

Item texts

TxtType   Text   More text   Status

☐ Material Master Text

Animal Food, Dry

☐

☐ Notes to Buyers

☐

From here you can make
changes to the Material
Master Text and the Notes
to Buyers. Green arrow
back to return to the
overview screen.

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Change RFQ : Item Overview

| RFQ | 6000000000 | RFQ type | N | RFQ date | 05/18/2004 |
| Vendor | 100000220 | Catnip Heaven | | Quot.dead. | 06/14/2004 |

RFQ items

	Item	I	Material	Short text	RFQ quantity	O...	C	Deliv. date	Matl group	Plnt	SLoc	D	T...	
	10		10100035	animal food	5	EA	D	07/14/2004	32500	9999				
	20						D	06/30/2004	32500	9999				
	30						D	06/30/2004	32500	9999				
	40						D	06/30/2004	32500	9999				
	50									9999				
	60									9999				
	70									9999				
	80									9999				
	90						D	06/30/2004	32500	9999				
	100						D	06/30/2004	32500	9999				
	110						D	06/30/2004	32500	9999				
	120						D	06/30/2004	32500	9999				
	130						D	06/30/2004	32500	9999				

You can now save your changes.

Item   10

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RFQ Edit Header Item Environment System Help

SAP

Change RFQ : Initial Screen

RFQ   6000000000

You will receive a message that
your RFQ was changed.

Remember, if one RFQ is changed,
all RFQ's for that collective number
must also be changed.

Normal RFQ 6000000000 changed

2-40
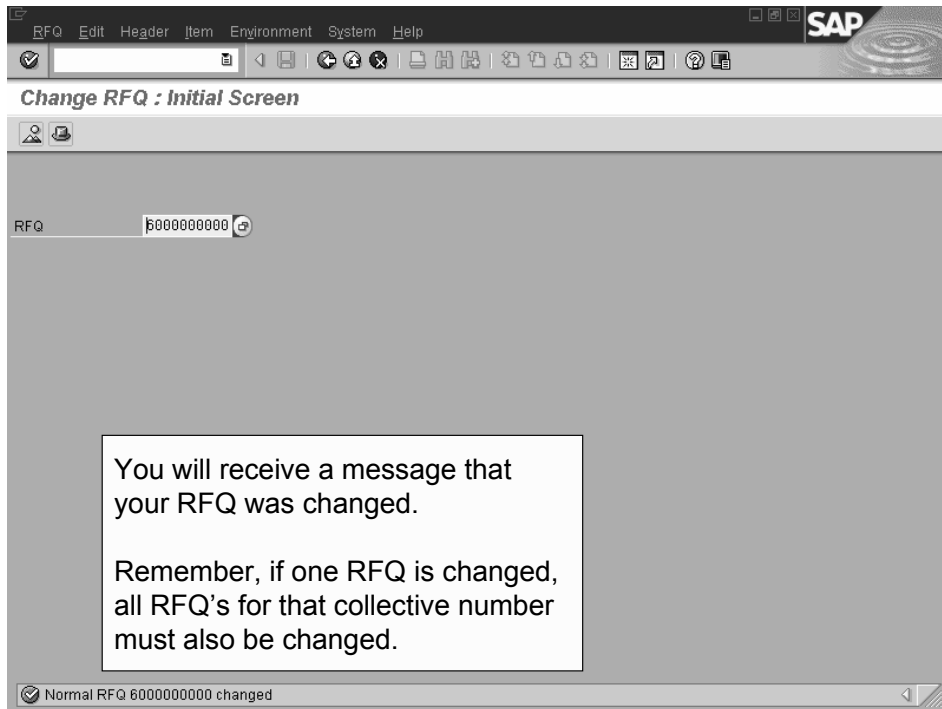
Transaction ME4S will show a list of all RFQ's by a specific
collective number.
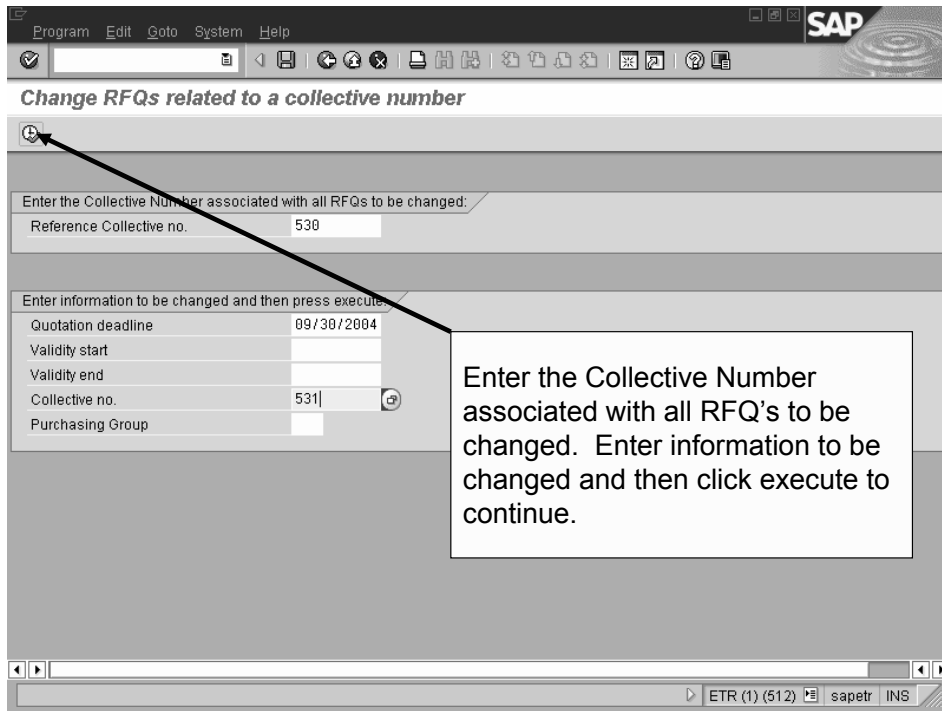
Change RFQ's Related To A Collective Number ZWQO

USING THE MENU TREE GO TO THE USER MENU>ZWQO

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Transaction ZWQO allows changes to specific RFQ header fields in mass for all RFQ's associated with a specific collective number.

Menu Edit Favorites Extras System Help

ZWQO

SAP Easy Access - User menu for Patricia N. Orr

▷ ☐ Favorites
▽ ☐ User menu for Patricia N. Orr
   🔗 SU01 - User Maintenance
   🔗 ZW02 - Determine Next Collective Number AQ
   🔗 ZWQO - Program ZWQO002 Change RFQs Manitoba
   🔗 SCMA - Schedule Manager: Scheduler
   🔗 0PMDIKEY - Distribution Keys
   🔗 MR11SHOW - Account Maint.Docu.Display-Reversal
   🔗 OBA5 - Change Message Control
   🔗 OKEQ - Maintain Versions (General)
   🔗 8KEQ - Assign Cur. + Val. Profile to COArea
   🔗 8KEP - Activate Cur.+Val. Profile in COArea
   🔗 FMDERIVER - FM Object Assignment - Maintenance
   🔗 ZFCH8 - Reverse Check Payment
   🔗 SU01D - User Display
   🔗 ZM02 - Apply Vendors to RFP/RFQ AASIS
   🔗 ZW02 - Determine Next Collective Number
   🔗 ZWQO - Program ZWQO002 Change RFQs

Using the menu tree:
Click on the user menu
icon and double click on
ZWQO
     or
Type ZWQO in the
command field.

ETR (1) (512)   sapetr   INS

Program Edit Goto System Help

Change RFQs related to a collective number

Enter the Collective Number associated with all RFQs to be changed:
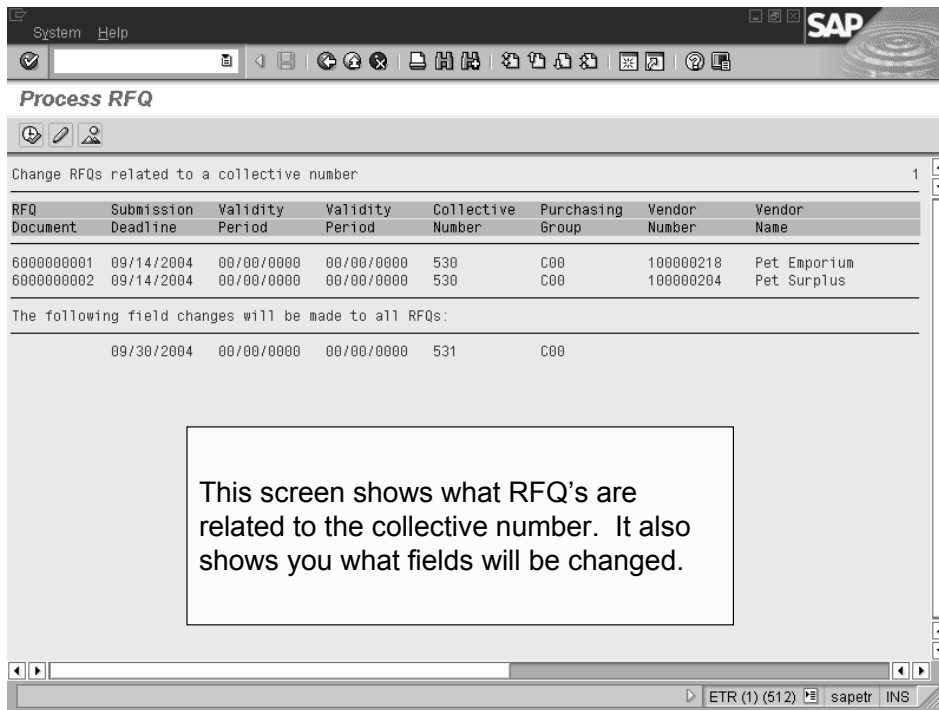
Reference Collective no.	530

Enter information to be changed and then press execute:

Quotation deadline	09/30/2004
Validity start	
Validity end	
Collective no.	531
Purchasing Group	

Enter the Collective Number associated with all RFQ's to be changed. Enter information to be changed and then click execute to continue.

ETR (1) (512) sapetr INS

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Process RFQ

Change RFQs related to a collective number   1

RFQ Document	Submission Deadline	Validity Period	Validity Period	Collective Number	Purchasing Group	Vendor Number	Vendor Name
6000000001	09/14/2004	00/00/0000	00/00/0000	530	C00	100000218	Pet Emporium
6000000002	09/14/2004	00/00/0000	00/00/0000	530	C00	100000204	Pet Surplus

The following field changes will be made to all RFQs:

| | 09/30/2004 | 00/00/0000 | 00/00/0000 | 531 | C00 | | |

This screen shows what RFQ's are related to the collective number. It also shows you what fields will be changed.

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SAP

Change RFQ : Header Data

RFQ	6000000001	Company Code	ARK	Purchasing group	C00
RFQ type	N			Purch. Organization	0610
Vendor	100000218	Pet Emporium			

Administrative fields

RFQ date   07/29/2

Save document

No message record could
be found for output of
message.
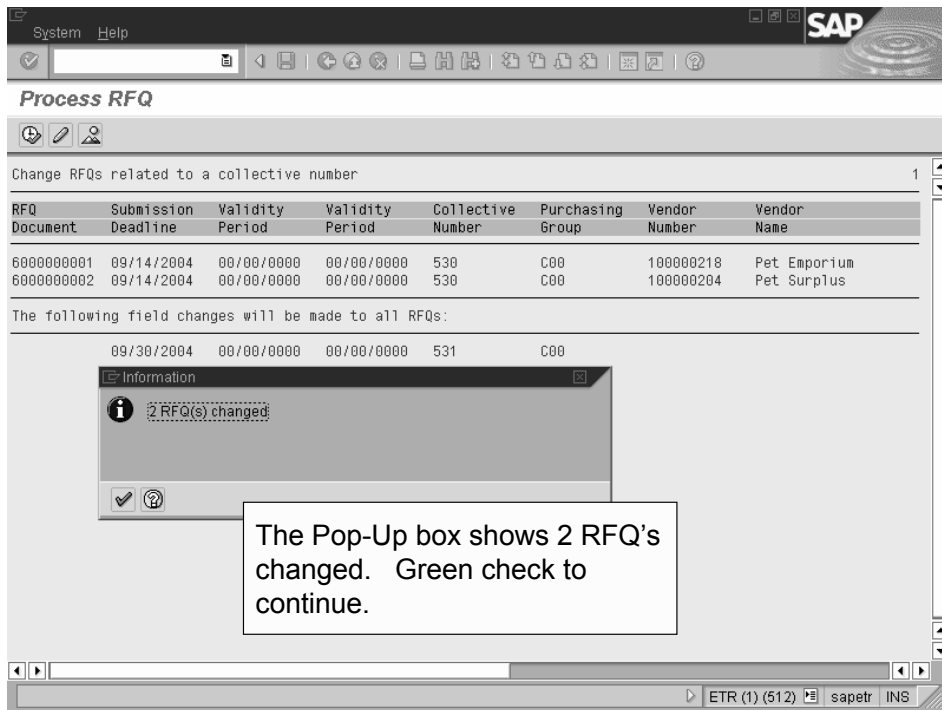
Save anyway?

| Yes | No | ✖ Cancel |

When you receive this pop-up box, click YES to
save.

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The pop-up message means that the system did not
automatically create an output message to be printed. The
document can be saved without an output message, but if you
plan on printing the document, it will have to be manually
created. This goes for all documents (PO's, OA's and RFQ's).

System   Help

Process RFQ

Change RFQs related to a collective number   1

RFQ Document	Submission Deadline	Validity Period	Validity Period	Collective Number	Purchasing Group	Vendor Number	Vendor Name
6000000001	09/14/2004	00/00/0000	00/00/0000	530	C00	100000218	Pet Emporium
6000000002	09/14/2004	00/00/0000	00/00/0000	530	C00	100000204	Pet Surplus

The following field changes will be made to all RFQs:

| | 09/30/2004 | 00/00/0000 | 00/00/0000 | 531 | C00 | | |

Information

ⓘ   2 RFQ(s) changed

The Pop-Up box shows 2 RFQ's
changed.   Green check to
continue.

▷ | ETR (1) (512) 🖳 sapetr | INS

Printing/Transmitting and RFQ ME9A

USING THE MENU TREE GO Logistics>Material Management>Purchasing>RFQ/ Quotation>Messages>Print/Transmit

Using the menu tree:
Logistics>Materials
Management>Purchasing>
RFQ/Quotation>Messages>
Print/Transmit
                or
Type ME9A in the command
field.

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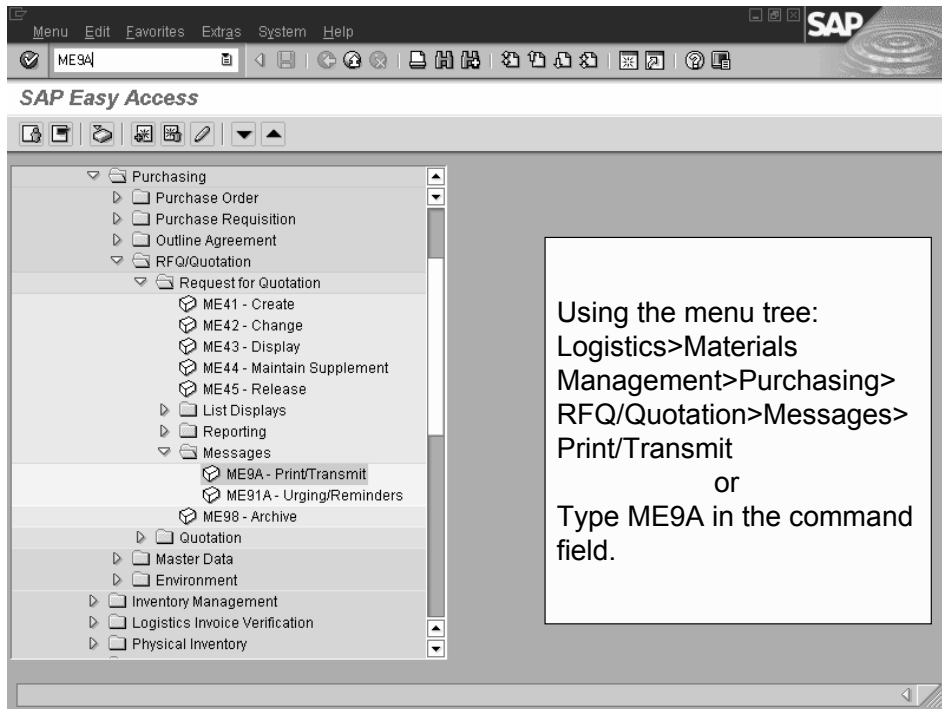
Program   Edit   Goto   System   Help

Message Output

Purch. doc. data

Document number	6000000000	to	➡
Vendor		to	➡
Purchasing organization	0610	to	➡
Purchasing group		to	
Document type		to	
Document date		to	

Enter the RFQ number that you want to print. Make sure the processing status is 0. Click on execute to continue.
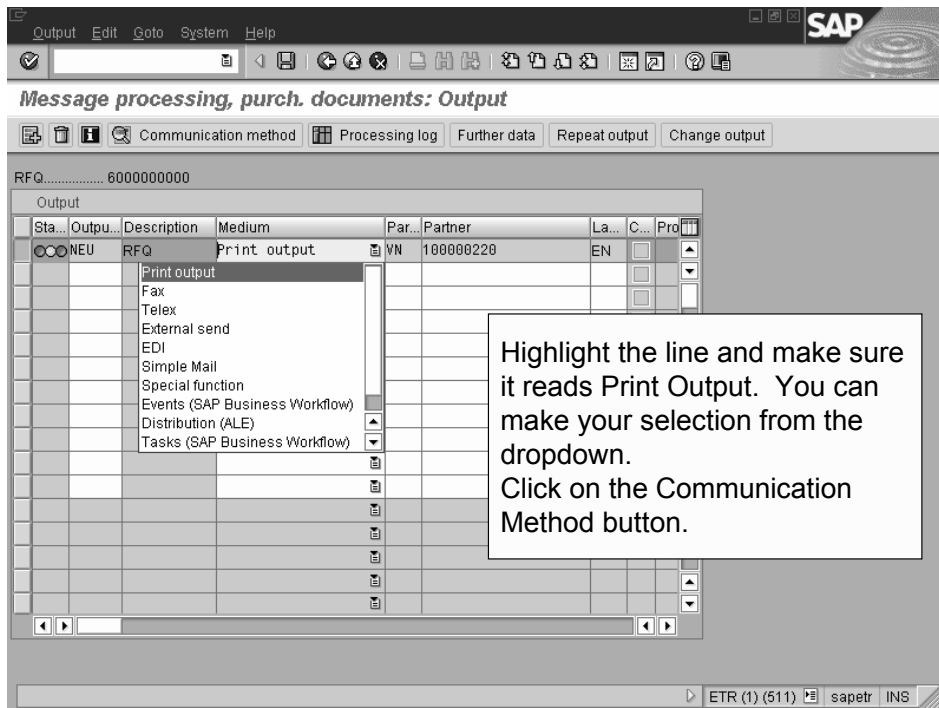
Message data

Application	EA
Message type	to
Transmission time-spot	
Processing status	0
Creation date	
Time created	00:00:00

Message Output

| Output message | Display message | Message detail | Trial printout |

Purch.Doc. Vendor   Name 1   PGr Doc. date
  Msg. Lng Partner   Role Created on Time   Time N User name   Output Device   Name   F

6000000000 100000220 Catnip Heaven   C00 05/18/2004
☑ NEU EN 100000220 LF   06/10/2004 10:09:10 3   X PNORR   /PCC your Windows dflt printer

Click in the box to the left of the screen. Click on Message detail.

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SAP

Message processing, purch. documents: Output

Communication method | Processing log | Further data | Repeat output | Change output

RFQ............... 6000000000

Output

Sta...	Outpu...	Description	Medium	Par...	Partner	La...	C...	Pro
OOO	NEU	RFQ	Print output	VN	100000220	EN		

Print output
Fax
Telex
External send
EDI
Simple Mail
Special function
Events (SAP Business Workflow)
Distribution (ALE)
Tasks (SAP Business Workflow)

Highlight the line and make sure it reads Print Output. You can make your selection from the dropdown.
Click on the Communication Method button.

ETR (1) (511) sapetr INS

Message processing, purch. documents: Output

Vendor   100000220   Catnip Heaven
Output type   NEU   RFQ

Printing information

Logical destination   YPCC your Windows dflt printer
                       Default printer defined on the PC where your GUI i

Number of messages   ☑ Print immediately
Spool request name   ☑ Release after output
Suffix 1
Suffix 2
SAP cover page   Do Not Print
Recipient   PNORR
Department
Cover Page Text   Inquiry Printout
Authorization
Storage Mode

Format
Form

Choose your printer. You can choose from the dropdown. Make sure "Print immediately" and "Release after output" are checked.
Green arrow back to continue.

ETR (1) (511) ▣ sapetr INS

Output   Edit   Goto   System   Help

Message processing, purch. documents: Output

Communication method | Processing log | Further data | Repeat output | Change output

RFQ............... 6000000000

Output

Sta...	Outpu...	Description	Medium		Par...	Partner	La...	C...	Pro
○○○	NEU	RFQ	Print output		VN	100000220	EN		

Highlight the line and click the
Further data button.

ETR (1) (511) sapetr INS

Message processing, purch. documents: Output

Vendor	100000220	Catnip Heaven
Output Type	RFQ	Print output

Creation

06/10/2004   10:09:10

Requested processing

Dispatch time   Send with application own transaction

00:00:00   Time to   00:00:00
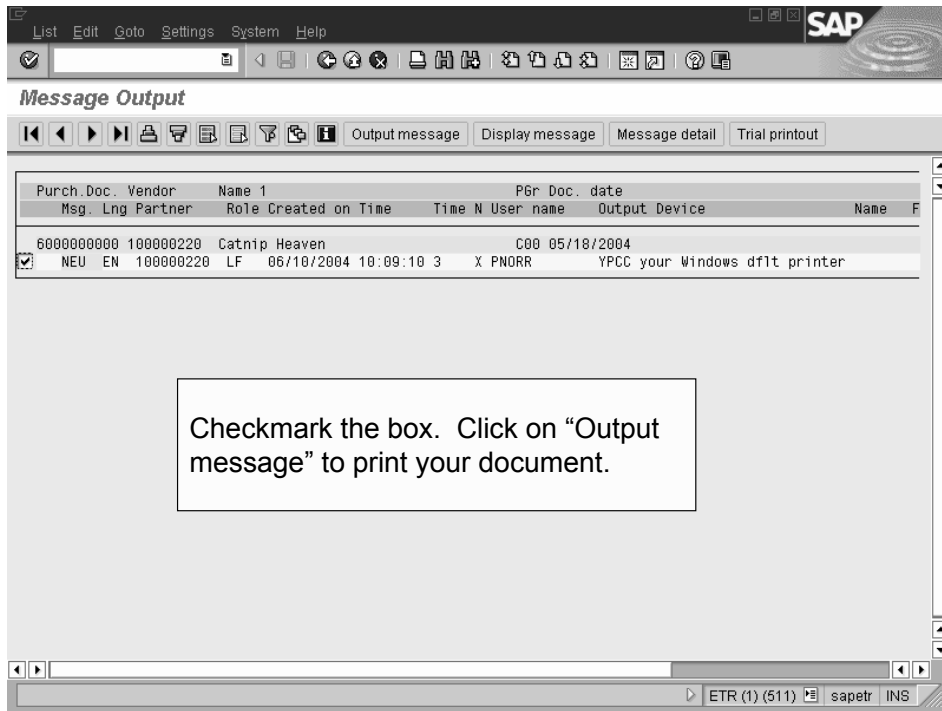
Actual processing

00:00:00   Not processed

General data

☑ Manually changed   Created by   PN0

☐ Locked

In the Dispatch time field make sure it reads "Send with application own transaction". You can choose this from the dropdown.
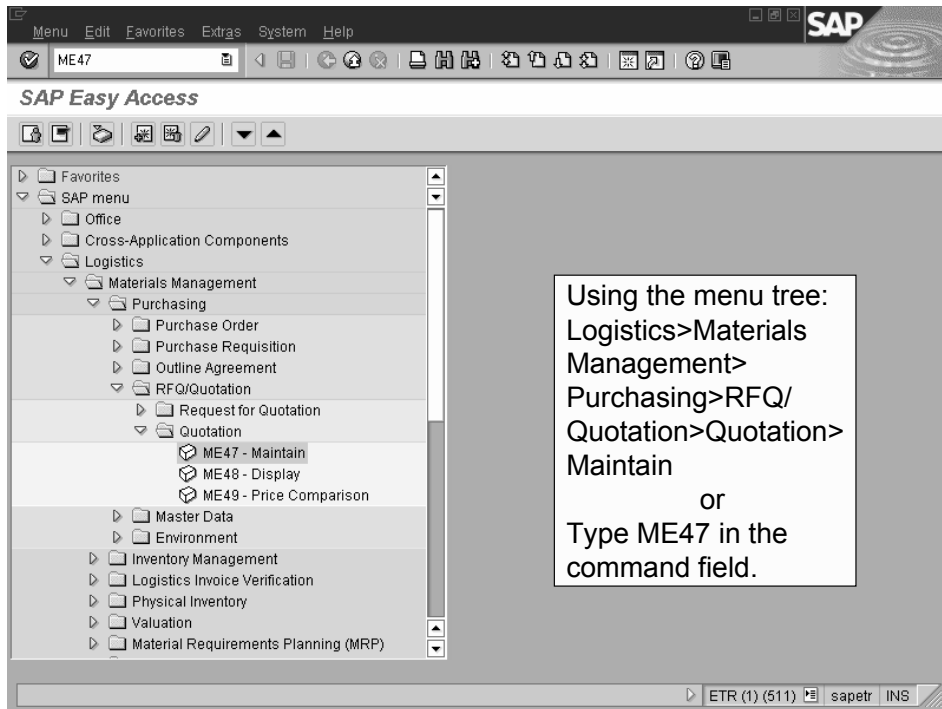Green arrow back to continue.

ETR (1) (511) sapetr INS

SAP

Output   Edit   Goto   System   Help

Message processing, purch. documents: Output

Communication method | Processing log | Further data | Repeat output | Change output

RFQ............... 6000000000

Output

Sta...	Outpu...	Description	Medium		Par...	Partner	La...	C...	Pro
○○○	NEU	Q	Print output		VN	100000220	EN		

At this point you click on the save icon.

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List Edit Goto Settings System Help

Message Output

Purch.Doc. Vendor   Name 1   PGr Doc. date
   Msg. Lng Partner   Role Created on Time   Time N User name   Output Device   Name F

6000000000 100000220 Catnip Heaven   C00 05/18/2004
☑   NEU EN 100000220 LF   06/10/2004 10:09:10 3   X PNORR   YPCC your Windows dflt printer

Checkmark the box. Click on "Output
message" to print your document.

ETR (1) (511) sapetr INS

You will go through the same steps as shown for the printing
of an RFQ for the Outline Agreement.

The transaction to print an Outline Agreement is ME9K.

Maintaining a Quotation
ME47

USING THE MENU TREE GO
Logistics>Material
Management>Purchasing>RFQ/
Quotation>Quotation>Maintain

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SAP Easy Access

Using the menu tree:
Logistics>Materials
Management>
Purchasing>RFQ/
Quotation>Quotation>
Maintain
            or
Type ME47 in the
command field.

Quotation   Edit   Header   Item   Environment   System   Help

Maintain Quotation : Initial Screen

RFQ   6000000002

Enter the RFQ number that you
wish to maintain. You can
also do a search.

Green check or enter to
continue.

ETR (1) (511)   sapetr   INS

Quotation   Edit   Header   Item   Environment   System   Help

Maintain Quotation : Item Overview

| RFQ | 6000000002 | RFQ type | N | RFQ date | 08/09/2004 |
| Vendor | 100000219 | Star Studded Pets | | Quot.dead. | 09/20/2004 |

Quotation items

Item	Material	Short text	RFQ quantity	O...	C	Deliv. date	Net price	Per	O...	Matl grd
10	10100035	animal food	10	EA	D	10/29/2004		1	EA	32500

You can enter the quote in the net price field.
To enter a valid on and a valid to
date or to enter scaled pricing highlight
the line and click on the Item Conditions
icon.

Item   10

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VALID ON AND VALID TO DATES:

These dates refer to the duration during which the vendor's
price remains valid.

SCALED PRICING:

Is a variation in the unit price based on the quantity ordered.
With larger quantities usually producing lower prices.

NOTE: To convert pricing on a procurement document:

Example: You ask for a quantity of 100 of a particular
material. The vendor priced the material at .0134 ea. The
system will not accommodate four decimals, so the price will
have to be converted. Enter the price at $1.34 and change the
OPU from 1 ea. to 100 ea.

Condition Edit Goto Extras Environment Pricing System Help   SAP

Create Gross Price Condition (PB00) : Condition Supplements

Purchasing Document Item   Description
6000000001   00010   animal food

Validity
Valid on   09/30/2004
Valid to   10/31/2005

Condition supplements

CnTy		Amount	Unit	per	U...	Deletion...	Scales	Texts	
PB00	Gross Price		USD	1	EA		☐	☐	
							☐	☐	

In the valid on and the valid to
fields enter the dates the vendor's
price remains valid.

ETR (1) (511) sapetr INS

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Create Gross Price Condition (PB00) : Condition Supplements

Condition   Edit   Goto   Extras   Environment   Pricing   System   Help

Purchasing Document   Item   Description
6000000001   00010 animal food

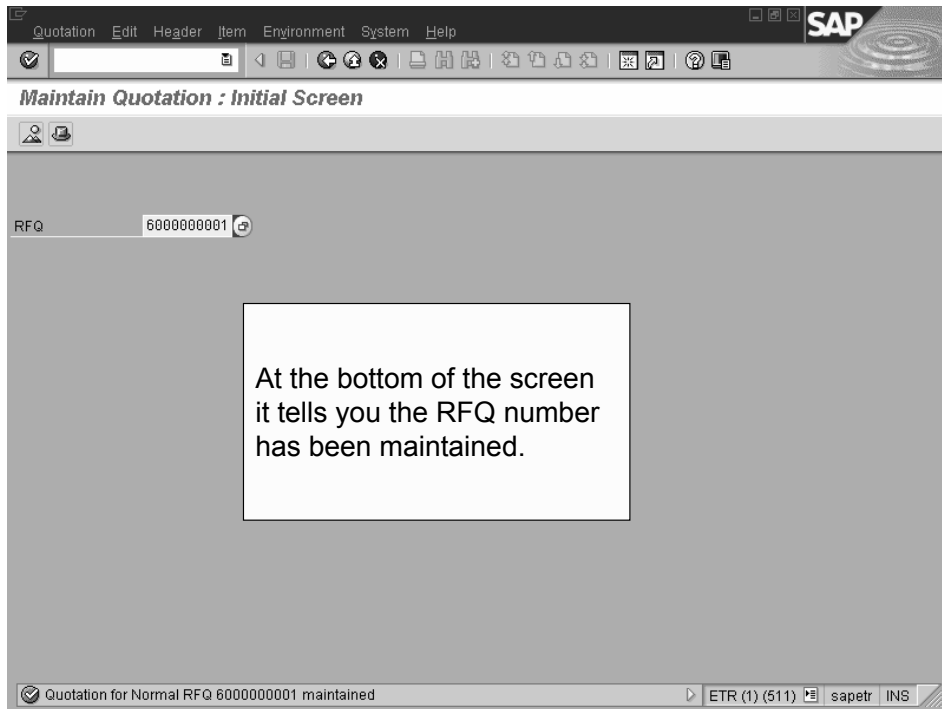Validity
Valid on   09/30/2004
Valid to   10/31/2005

Condition supplements

CnTy	Amount	Unit	per	U...	Deletion...	Scales	Texts
PB00 Gross Price		USD	1	EA			

To enter scaled pricing,
highlight the line and click on
the scales icon.

ETR (1) (511) sapetr INS

Create Gross Price Condition (PB00) : Scales

Purchasing Document   Item   Description
6000000001   00010   animal food

Validity
Validity Period   09/30/2004
Valid to   10/31/2005

Control data
ScaleBasis   C   Quantity scale
Check   None

Scales

Scale Type	Scale quantity	U...	Amount	Unit	per	UoM	PricActive
From	1	EA	10.00	USD	1	EA	○
	500		7.00				○
	1000		4.00				○
							○

Enter your scale quantities and
amounts. Save.

ETR (1) (511) 🗎 sapetr INS

Maintain Quotation : Initial Screen

RFQ   6000000001

At the bottom of the screen
it tells you the RFQ number
has been maintained.

Quotation for Normal RFQ 6000000001 maintained   ETR (1) (511)   sapetr   INS

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Price Comparison List
ME49

USING THE MENU TREE GO
Logistics>Materials
Management>Purchasing>RFQ/
Quotation>Quotation>Price
Comparison

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Using the Menu Tree:
Logistics>Materials
Management>
Purchasing>RFQ/
Quotation>Quotation>
Price Comparison
          or
Type ME49 in the command
field.

SAP
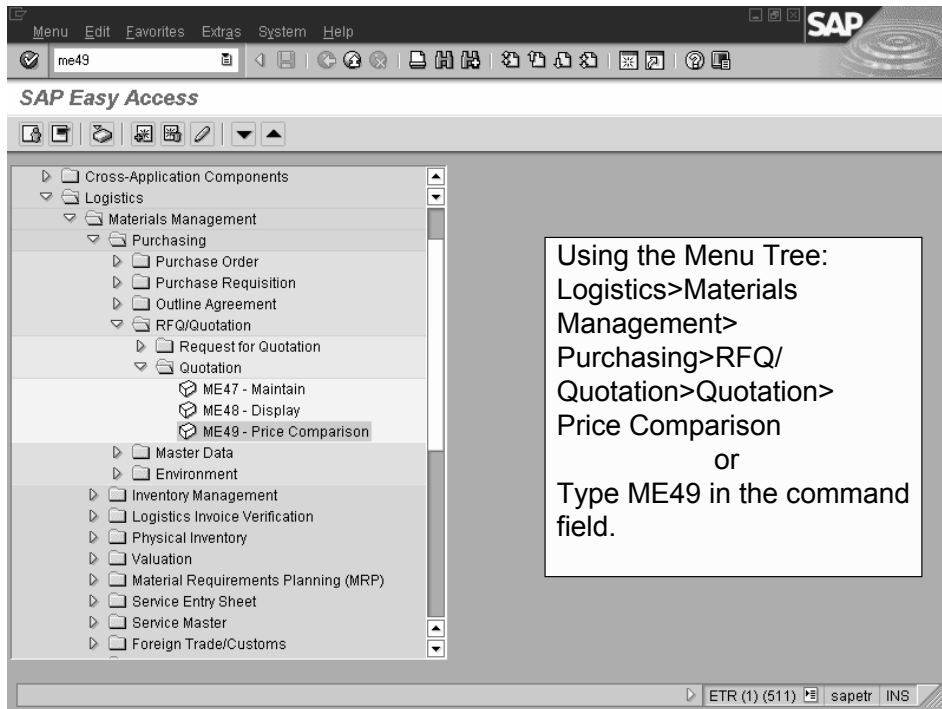
Program Edit Goto System Help

Price Comparison List

Purchasing organization   0610
Quotation
Collective RFQ   528
Vendor
Material

Comparison values
  Reference quotation
  ☑ Mean value quotation
  ☐ Minimum value quotation
  Percentage basis
  Max. no. quotations per page   5

Price computations
  ☐ Include discounts
  ☐ Include delivery costs
  ☐ Determine effective price

> The Purchasing Organization is required. Put in your collective number.
> The default quotations per page is 12. That is a very small font and would be hard to read. Change it to 5.
> Click the execute button to continue.

ETR (1) (511) sapetr INS

The "Mean value quotation" is the default for this screen. When quotations are compared, the average of all quotations entered is the 100% value.

Check the "Minimum value quotation" to place the lowest quotation entered as the 100% value.

The pages that follow will use the "Mean value quotation" method.

CLICK ON THE EXECUTE BUTTON TO CONTINUE.

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The resulting screen show a chart summarizing the bids, with
the requested materials in the left column and vendor/RFQ
numbers above the columns.

The exception log is located below the price comparison
summary, and summarizes problems with the comparison. The
most common is a vendor/material without a quote yet
maintained.

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NOTE: You may enter pricing as shown above or you can

click on the item conditions icon (as shown on slide 59) to
enter the price. From that screen you can set the dates that the
pricing will be valid and set any scaled pricing.

Once saved, you will be taken back to the comparison page.
Once there, click the refresh icon.

List Edit Goto Environment System Help

Price Comparison List in Currency USD

| Quotation | Material | Vendor | Additional info |

Material	Quot.:	00	6000000001	6000000004	6000000002	
Text	Bidder:	0	100000204	100000219	100000214	MEAN
Qty. in base unit	Coll. no. :		528	528	528	
10100035	Val.:	25.00				
animal food	Price:	5.00				
5 EA	Rank:	100 %				
10100221	Val.:					
Animal Bed	Price:		no price	no price	no price	
100 EA	Rank:					
Total quot.	Val.:	25.00				
	Rank:	100 %				

Material	Quot.:	03
Text	Bidder:	6
Qty. in base unit	Coll. no. :	
10100035	Val.:	
animal food	Price:	
5 EA	Rank:	
10100221	Val.:	
Animal Bed	Price:	

It will read no price until the refresh icon
is clicked. You will continue to add your
prices as we did on the previous screens.

Quotation for Normal RFQ 6000000002 maintained   ETR (1) (511) sapetr INS

Price Comparison List in Currency USD

Material Text Qty. in base unit	Quot.: Bidder: Coll. no. :	6000000000 100000220 528	6000000004 100000219 528	6000000001 100000204 528	6000000002 100000214 528	M
10100035 animal food 5 EA	Val.: Price: Rank:	25.00 5.00 1 100 %				
10100221 Animal Bed 100 EA	Val.: Price: Rank:		275.00 2.75 1 83 %	325.00 3.25 2 98 %	400.00 4.00 3 120 %	
Total quot.	Val.: Rank:	25.00 1 7 %	275.00 2 77 %	325.00 3 91 %	400.00 4 112 %	

Material Text Qty. in base unit	Quot.: Bidder: Coll. no. :	6000000003 100000206 528	MEAN			
10100035 animal food 5 EA	Val.: Price: Rank:		25.00 5.00			
10100221 Animal Bed	Val.: Price:	no price	333.33 3.33			

Selected quotations not directly comparable   ETR (1) (511) sapetr INS

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Evaluate the Quotes

To help you evaluate the vendor quotes, AASIS
performs two rankings: one for each material (in the
bottom left side of the cell for the material/vendor
combination), and one for each overall quote (in the
bottom left side of the cell for the total vendor quote).
The prices are compared and the lowest cost is ranked
as a 1, the end lowest as a 2, etc.

List Edit Goto Environment System Help

SAP

Price Comparison List in Currency USD

⏮ ◀ ▶ ⏭ ✎ Quotation ⊗ Material ⊗ Vendor Additional info 🗿

Material Text Qty. in base unit	Quot.: Bidder: Coll. no. :	6000000000 100000220 528	6000000004 100000219 528	6000000001 100000204 528	6000000002 100000214 528	M
10100035 animal food 5 EA	Val.: Price: Rank:	25.00 5.00 1 100 %				
10100221 Animal Bed 100 EA	Val.: Price: Rank:		275.00 2.75 1 83 %	325.00 3.25 2 98 %	400.00 4.00 3 120 %	
Total quot.	Val.: Rank:	25.00 1 7 %	275.00 2 77 %	325.00 3 91 %	400.00 4 112 %	

Material Text Qty. in base unit	Quot.: Bidder: Coll. no. :	6000000003 100000206 528	MEAN			
10100035 animal food 5 EA	Val.: Price: Rank:		25.0 5.0			
10100221 Animal Bed	Val.: Price:	no price	333.3 3.3			

To enter notes in the
vendor quotation notes
header text, double
click on the applicable
vendor price to return to
the RFQ document.

⊘ Selected quotations not directly comparable

Evaluate the Quotes, continued

Once the RFQ bids are evaluated, you may discover the
item bid did not meet requirements and must be
rejected.

Maintain Quotation : Item 00010

Item	6000000001 10	Item cat.		Plant	9999
Material	10100221	Matl group	42068	Stor. Loc.	
Short text	Animal Bed				

Qty. and date

| RFQ quantity | 100 | EA | Quot.dead. | 06/29/2004 |
| Delivery date | D 08/03/2004 | | | |

Deadline monitoring

TrackingNo PNORR
Vend. Mat.

Quotation data

| Net order price | 3.25 USD / 1 EA | InfoUpdate | C |
| Qty. conversion | 1 EA <-> 1 EA | | |

From this screen click on the header icon.

ETR (1) (511) sapetr INS

Maintain Quotation : Header Data

RFQ	6000000001	Company Code	ARK	Purchasing group	C00
RFQ type	N			Purch. Organization	0610
Vendor	100000204	Pet Surplus			

Administrative fields

RFQ date	06/22/2004	Item interval	10	Coll. no. 528
				Quot.dead. 06/29/2004
Validity start		Validity end		

Terms of delivery and payment

Payment terms	0001	Currency	USD	
Payment in	Days	% Exch. rate	1.00000	☐ Ex.rate fx
Payment in	Days	% Incoterms	FOB destination	
Payment in	Days net	Targ. val.		

Reference data

Quotation Date	Quotation	
Your reference	Salesperson	
Our reference	Telephone	

To go into the header text click on the header text icon (the pencil and paper).

ETR (1) (511) sapetr INS

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Quotation   Edit   Header   Item   Environment   System   Help

Maintain Quotation : Header Texts

Long text

Purchasing Doc.	Long text screen (F2)	Company Code	ARK	Purchasing group	C00

Document Type   N   Purch. Organization   0610

Vendor   100000204   Pet Surplus

Header texts

TxtType   Text   More text   Status

☐ Leading Document Text

Leading Document Text

☐ Send Quotation to

Send Quotation to

☐ Agency contact information

Agency contact information

Page down to go to the
vendor quotation notes.

ETR (1) (511)   sapetr   INS

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SAP

Quotation   Edit   Header   Item   Environment   System   Help

Maintain Quotation : Header Texts

Long text

Purchasing Doc.	6000000001	Company Code	ARK	Purchasing group	C00
		Document Type	N	Purch. Organization	0610
Vendor	100000204	Pet Surplus		

Header texts

TxtType   Text   More text

☐ Trailing document text

   Trailing document text

   ☐

☐ Addendum Changes

   Addendum Changes

   ☐

☐ Vendor quotation notes

   ☐

Type the reason for
vendor to be disqualified
in Vendor quotation
notes.
Double click in the field
to bring up more entry
space.
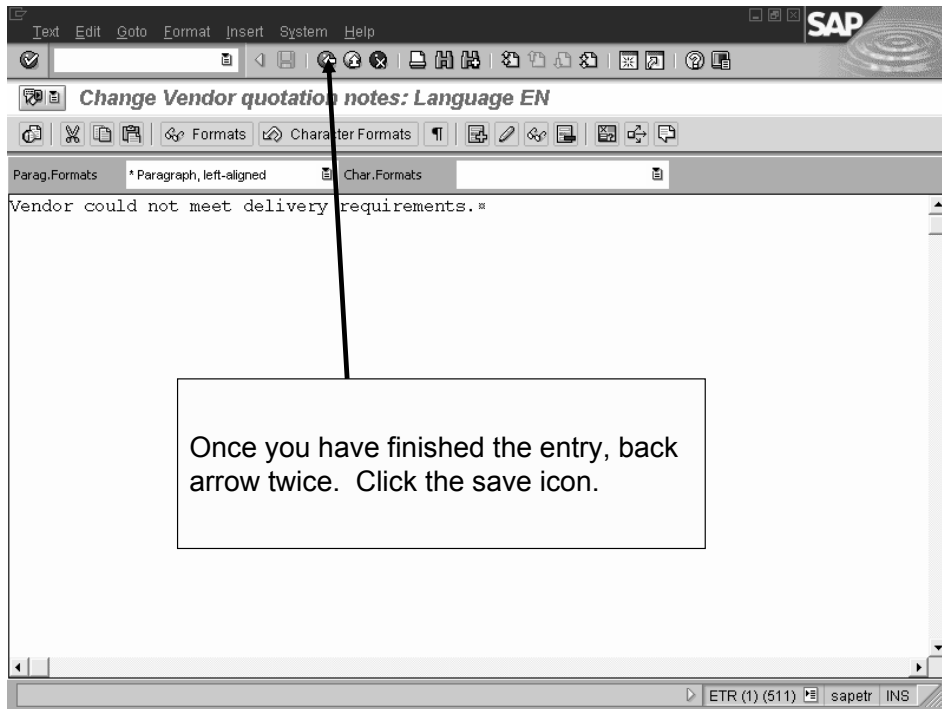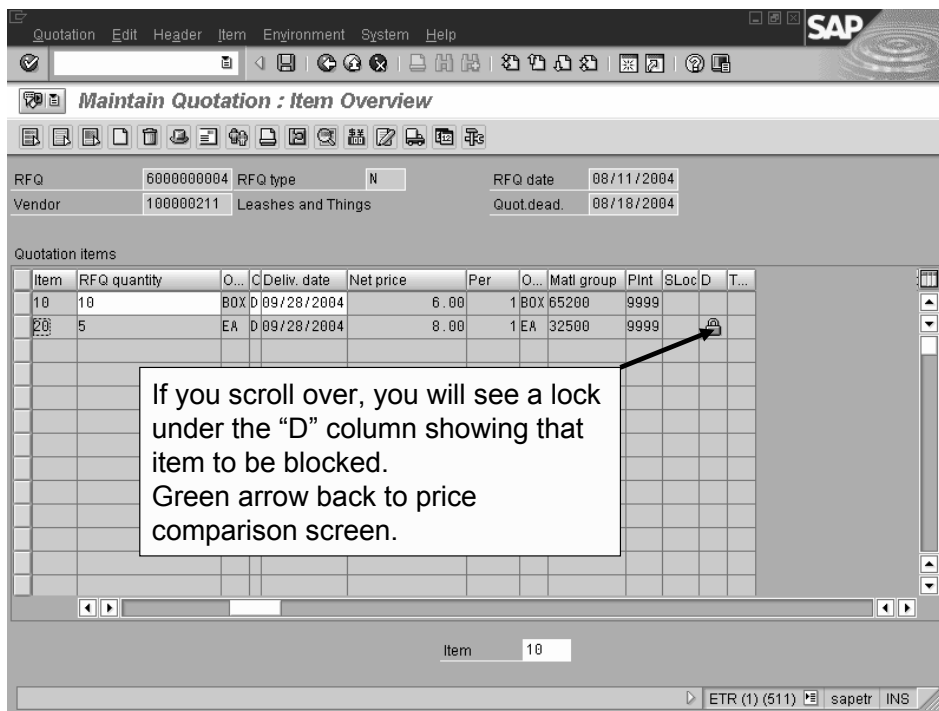
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Text Edit Goto Format Insert System Help

SAP

Change Vendor quotation notes: Language EN

Parag.Formats * Paragraph, left-aligned   Char.Formats

Vendor could not meet delivery requirements. ¤

Once you have finished the entry, back arrow twice. Click the save icon.

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Quotation Edit Header Item Environment System Help

Delete	Shift+F2
Reset deletion ind.	
Block	Ctrl+Shift+F2
Change display	
Selections	▶
Fast change	
Back	F3
Cancel	F12

Main ... n Overview

RFQ   N   RFQ date   08/11/2004
Vendor   Things   Quot.dead.   08/18/2004

Quotation items

Item	Material	Short text	RFQ quantity	O...	C	Deliv. date	Net price	Per	O...	Matl grd
10	10100222	Animal Shampoo	10	BOX	D	09/28/2004	6.00	1	BOX	65200
20	10100058	Animal Vitamins	5	EA	D	09/28/2004	8.00	1	EA	32500

If you accept one item on a document
but disqualify another item from the
same document you can block that
item from being referenced in follow-
on documents. Highlight the line you
want to block and go to Edit>Block.

Item   10

▷ ETR (1) (511) ▣ sapetr INS

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Quotation   Edit   Header   Item   Environment   System   Help

Maintain Quotation : Item Overview

| RFQ | 6000000004 | RFQ type | N | | RFQ date | 08/11/2004 |
| Vendor | 100000211 | Leashes and Things | | | Quot.dead. | 08/18/2004 |

Quotation items

Item	RFQ quantity	O...	C	Deliv. date	Net price	Per	O...	Matl group	Plnt	SLoc	D	T...
10	10	BOX	D	09/28/2004	6.00	1	BOX	65200	9999			
20	5	EA	D	09/28/2004	8.00	1	EA	32500	9999		🔒	

If you scroll over, you will see a lock
under the "D" column showing that
item to be blocked.
Green arrow back to price
comparison screen.

Item   10

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Price Comparison List in Currency USD

Material Text Qty. in base unit	Quot.: Bidder: Coll. no. :	6000000000 100000200 528	6000000004 100000219 528	6000000001 100000204 528	6000000002 100000214 528

10100035 animal food 5 EA	Val.: Price: Rank:	25.00 5.00 1 100 %			
10100221 Animal Bed 100 EA	Val.: Price: Rank:		275.00 2.75 1 83 %	325.00 3.25 2 98 %	400.00 4.00 3 120 %
Total quot.	Val.: Rank:	25.00 1 %	275.00 2 77 %	325.00 3 91 %	400.00 4 112 %

Material Text Qty. in base unit	Quot.: Bidder: Coll. no. :	6000000003 100000206 528	

10100035 animal food 5 EA	Val.: Price: Rank:		
10100221 Animal Bed	Val.: Price:	no price	333.33 3.33

Click on the yellow arrow up to exit this transaction.

Quotation for Normal RFQ 6000000001 maintained

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Chapter 2

Outline Agreements

AASIS Support Center, Patricia Orr
    Revised, August 1, 2004

Create An Outline Agreement
ME31K

2-82

AASIS Support Center, Patricia Orr
    Revised, August 1, 2004

• Create an Outline Agreement with Reference to a
Requisition

• Create an Outline Agreement with Reference to an RFQ

• Create an Outline Agreement without Reference to another
document.

ME32K – Change an Outline Agreement

ME35K – Release an Outline Agreement

ME9K – Print an Outline Agreement
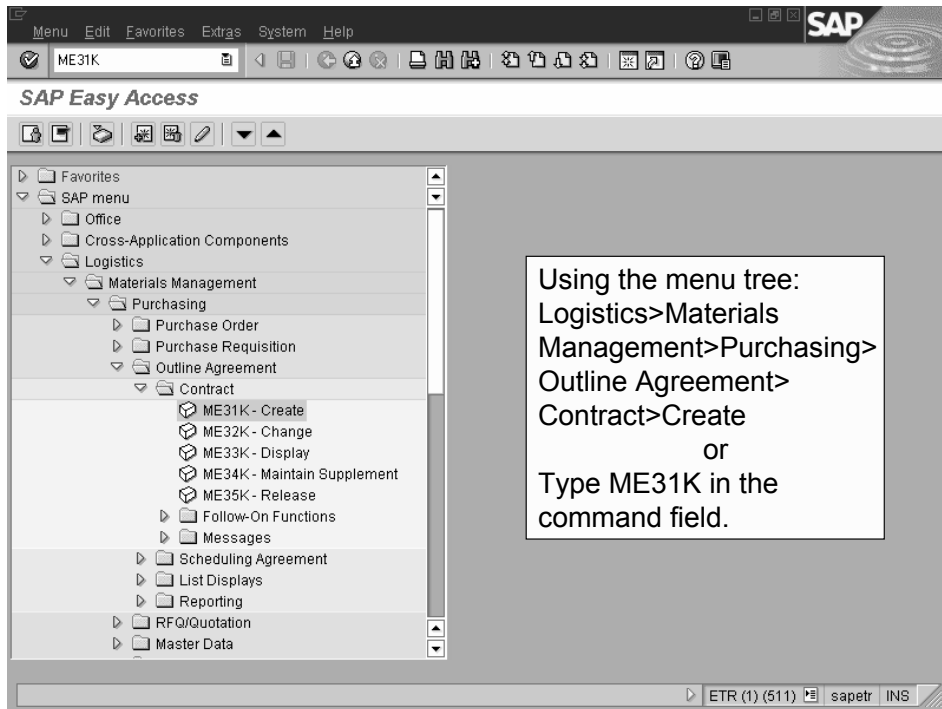
Create An Outline Agreement From An RFQ
ME31K
USING THE MENU TREE GO
Logistics>Materials Management>Purchasing>Outline Agreement>Contract>Create

AASIS Support Center, Patricia Orr
    Revised, August 1, 2004

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An Outline Agreement is a contract created between the State and a vendor for the intent to purchase an estimated quantity of materials/services for a predefined unit price for an estimated target value over an extended period of time. Outline Agreements establish the intent to purchase, but are not a commitment to purchase; these documents, therefore, do not commit budgetary funds.

There are two types of Outline Agreements in AASIS.

NV-This type is considered complete when release orders totaling the specified value limit of materials/services is reached.

PV-This is the same as an NV-type, but is used for Professional Services only.

SAP Easy Access

```
▷ ☐ Favorites
▽ ☐ SAP menu
    ▷ ☐ Office
    ▷ ☐ Cross-Application Components
    ▽ ☐ Logistics
        ▽ ☐ Materials Management
            ▽ ☐ Purchasing
                ▷ ☐ Purchase Order
                ▷ ☐ Purchase Requisition
                ▽ ☐ Outline Agreement
                    ▽ ☐ Contract
                        ◇ ME31K - Create
                        ◇ ME32K - Change
                        ◇ ME33K - Display
                        ◇ ME34K - Maintain Supplement
                        ◇ ME35K - Release
                        ▷ ☐ Follow-On Functions
                        ▷ ☐ Messages
                    ▷ ☐ Scheduling Agreement
                    ▷ ☐ List Displays
                    ▷ ☐ Reporting
                ▷ ☐ RFQ/Quotation
                ▷ ☐ Master Data
```

Using the menu tree:
Logistics>Materials
Management>Purchasing>
Outline Agreement>
Contract>Create
                or
Type ME31K in the
command field.

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Outline agreement   Edit   Header   Item   Environment   System   Help

SAP

Create Contract : Initial Screen

Reference to PReq   Reference to RFQ

Vendor	
Agreement type	NV
Agreement date	06/23/2004
Agreement	

Organizational data
Purch. Organization	0610
Purchasing group	C00

Default data for items
Item category	
Acct assignment cat.	U
Plant	
Storage Location	
Material Group	
Req. Tracking Number	pnorr
Vendor sub-range	
☐ Acknowledgment reqd	

Entries on the screen
are: Agreement type
(will default to NV),
Agreement date (will
default to current date),
Purch. Organization,
Purchasing group,
Acct. assignment cat.
and Req. Tracking
Number.

Click the Reference to
RFQ button to continue.

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Outline Agreements should **always** be created using account
assignment category U. The release Purchase Orders specify
the accounting information when they are created, allowing
maximum flexibility.

Outline Agreements may be created using plant = blank. This
way, release Purchase Orders can be created both for inventory
replenishment and consumption.

Statewide Outline Agreements must be created using
purchasing organization 9999.

Create Contract : Initial Screen

Outline agreement   Edit   Header   Item   Environment   System   Help

Vendor	
Agreement type	NV
Agreement date	06/23/2004
Agreement	

Organizational data
Purch. Organization	0610
Purchasing group	C00

Reference to RFQ
RFQ	6000000001
From RFQ item	
To RFQ item	

Default data for items
Item category	
Acct assignment cat.	U
Plant	
Storage Location	
Material Group	
Req. Tracking Number	pnorr
Vendor sub-range	

☐ Acknowledgment reqd

Enter a known RFQ number or use the matchcode search to locate one. Green check to continue.

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Contract   Edit   Header   Item   Environment   System   Help

SAP

Create Contract : Header Data

Agreement		Company Code	ARK	Purchasing group	C00
		Agreement type	NV	Purch. Organization	0610
Vendor	100000204	Pet Surplus			

Administrative fields

| Agreement date | 06/23/2004 | Item number interval | 10 | |
| Validity start | 09/01/2004 | Validity end | 08/31/2005 | Language |

Terms of delivery and payment

Payment terms	0001		Targ. val.		USD
Payment in	0	days 0.000 %	Exch. rate	1.00000	☐ Ex.rate fx
Payment in	0	days 0.000 %	Incoterms	FOB destination	
Payment in	0	days net			

Reference data

Quotation Date		Quotation	
Your reference		Salesperson	
Our reference	ST	Telephone	
Suppl. vendor		Invoicing party	100000204

The Validity start and end dates will default from the RFQ. You can make changes in the Payment Terms. The Our reference field is required. This is a 2 or 3 character purchasing code.

Green check to continue.

⊘ Validity period taken from RFQ (Please check)   ▷ ETR (1) (511) 🖿 sapetr INS

Information you entered into the fields on the initial screen will default into this screen.

The "our reference" field must be populated to complete the outline agreement. Enter "ST".

NOTE: If the outline agreement is a "PV" type (an outline agreement for professional services), you would enter "PSC" .

The our reference code entered defaults to the release Purchase Orders.

Contract   Edit   Header   Item   Environment   System   Help

SAP

Create Contract : Overview: Reference Document Items

Adopt + details

| Ref. document | 6000000001 | Ref. doc. type | N | | Doc. date | 06/22/2004 |
| Vendor | 10000204 | Pet Surplus | | | Currency | USD |

Reference items

	Item	Material	Short text	Plnt	SLoc	A	Qty		O...	Net price	Per		O...	Matl gr
	10	10100221	Animal Bed	9999		U	100		EA	3.25	1		EA	42068

Select the RFQ/RFP items you wish
to include on your Outline Agreement
by clicking on the box to the left of the
item/items.
Click the adopt icon to copy all
selected RFQ/RFP item/items to your
Outline Agreement.

ETR (1) (511)   sapetr   INS

Create Contract : Item Overview

Agreement _____   Agreement type   NV   Agmt. date   06/23/2004
Vendor   100000204   Pet Surplus   Currency   USD

Outline agreement items

Item	I	A	Material	Short text	Targ.qty.	O...	Net price	Per	O...	Matl group	Plnt	S
10		U	10100221	Animal Bed	100	EA	3.25	1	EA	42068	9999	
20		U										
30		U										
40		U										
50		U										
60		U										
70		U										
80		U										
90		U										
100		U										
110		U										
120		U										

The item from the RFQ has been copied into the
Outline Agreement.
The target quantity can be changed.
Click save to save your Outline Agreement.

Item   10

ETR (1) (511)   sapetr   INS

Outline agreement Edit Header Item Environment System Help

SAP

Create Contract : Initial Screen

Reference to PReq   Reference to RFQ

Vendor

Agreement type   NV

Agreement date   06/23/2004

Agreement

Organizational data

Purch. Organization   0610

Purchasing group   C00

Default data for items

Item category

Acct assignment cat.

Plant

Storage Location

Material Group

Req. Tracking Number

Vendor sub-range

☐ Acknowledgment reqd

An Outline Agreement was
created under the number 4600000000.

Term Contract created under the number 4600000000   ETR (1) (511)   sapetr   INS

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    Revised, August 1, 2004

Create An Outline Agreement From A Purchase Requisition ME31K USING THE MENU TREE GO Logistics>Materials Management>Purchasing>Outline Agreement>Contract>Create

AASIS Support Center, Patricia Orr
    Revised, August 1, 2004

Using the menu tree:
Logistics>Materials
Management>Purchasing>
Outline Agreement>
Contract>Create
          or
Type ME31K in the
command field.

Create Contract : Initial Screen

| | Reference to PReq | Reference to RFQ |

Vendor 100000220

Agreement type NV

Agreement date 08/11/2004

Agreement

Organizational data

Purch. Organization 0610

Purchasing group C00

Default data for items

Item category

Acct assignment cat.

Plant

Storage Location

Material Group

Req. Tracking Number

Vendor sub-range

☐ Acknowledgment reqd

> Required fields include the vendor
> field, purchasing organization and
> purchasing group. Default data
> will populate from the Requisition.
> Click on the Reference to PReq
> to continue.

ETR (1) (511) sapetr INS

Create Contract : Initial Screen

Reference to PReq   Reference to RFQ

Vendor	100000220
Agreement type	NV
Agreement date	08/11/2004
Agreement	

Selection of Purchase Requisitions

Purch.req.	1000000373
Requisn. item	
Purch. Group	C00
Document type	
Material	
MPN material	
Plant	
Item category	
Acct.assig.cat.	
Tracking Number	
Supplying plant	
☑ Assigned	
☑ Stock material	
☑ Open only	

Organizational data

Purch. Organization	0610
Purchasing group	C00

Default data for items

Item category	
Acct assignment cat.	
Plant	
Storage Location	
Material Group	
Req. Tracking Number	
Vendor sub-range	
☐ Acknowledgment reqd	

> Enter the Purchase
> Requisition number or
> do a search for the
> desired number. Enter
> or green check to
> continue.

ETR (1) (511) sapetr INS

Create Contract : Header Data

Agreement		Company Code	ARK	Purchasing group	C00
		Agreement type	NV	Purch. Organization	0610
Vendor	100000220	Catnip Heaven			

Administrative fields

Agreement date	08/11/2004	Item number interval	10		
Validity start	10/1/2004	Validity end	09/30/2004	Language	EN

Terms of delivery and payment

Payment terms	0001		Targ. val.	
Payment in	0	days	0.000	%	Exch. rate	1.00000
Payment in	0	days	0.000	%	Incoterms	FOB destination
Payment in	0	days net		

Reference data

Quotation Date		Quotation	
Your reference		Salesperson	
Our reference	ST	Telephone	
Suppl. vendor		Invoicing party	100000220

> Enter the Validity start and end dates. The our reference field in required. "ST" means State Term contract. Enter or green check to continue.

Make an entry in all required fields   ▷ ETR (1) (511) ▣ sapetr INS

SAP

Contract Edit Header Item Environment System Help

Create Contract : Selection List: Purchase Requisitions

Adopt + details

	Purch.req.	Item	Material	Short text	Plnt	SLoc	I	A	Cl.	Qty	Un	C	Deliv. date	
	1000000373	10	0100230	Pet Carrier	9999			U	☐	500.000	EA			

Highlight the item or items and click on
the adopt icon.

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        Revised, August 1, 2004

Create Contract : Item 00010

Contract   Edit   Header   Item   Environment   System   Help

Account Assignments

Agreement item	10	Item cat.	AcctAssCat U
Material	10100230	Matl group 04000	Plant 9999
Short text	Pet Carrier		Stor. Loc.

Quantity and price

Target quantity	500	EA	
Net order price	5.00	USD / 1 EA Price date	
Qty. conversion	1	EA <-> 1 EA	

Other data

TrackingNo   PNORR
Vend. Mat

GR/IR control

Underdel. tol.   %
Overdeliv. tol.   %
Tax code

Enter the Net order price. Enter or
green check to continue.

Make an entry in all required fields   ETR (1) (511) sapetr INS

Create Contract : Item Overview

| | Agreement | | Agreement type | NV | Agmt. date | 08/11/2004 |
| Vendor | 100000220 | Catnip Heaven | | | Currency | USD |
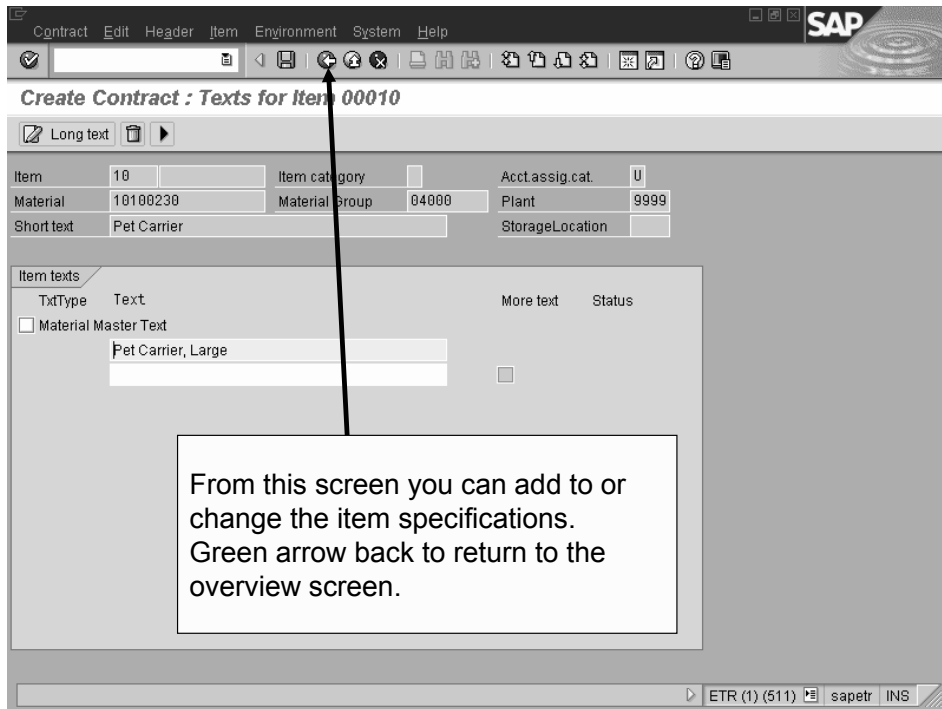
Outline agreement items

Item	I	A	Material	Short text	T	rg.qty.	O...	Net price	Per	O...	Matl group	Plnt	S
10		U	10100230	Pet Carrier		500	EA	5.00	1	EA	04000	9999	
20													
30													
40													
50													
60													
70													
80													
90													
100													
110													
120													

From this screen you can access
the item texts screen. Highlight
the item and click on the pencil and
paper.

Item 10

ETR (1) (511) sapetr INS

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Contract Edit Header Item Environment System Help

SAP

Create Contract : Texts for Item 00010

Long text 🗑 ▶

Item	10	Item category		Acct.assig.cat.	U	
Material	10100230	Material Group	04000	Plant	9999	
Short text	Pet Carrier			StorageLocation		

Item texts

TxtType   Text   More text   Status
☐ Material Master Text

       Pet Carrier, Large

                                                    ☐

From this screen you can add to or
change the item specifications.
Green arrow back to return to the
overview screen.

ETR (1) (511) sapetr INS

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Contract Edit Header Item Environment System Help

Create Contract : Item Overview

| Agreement | | Agreement type | NV | Agmt. date | 08/11/2004 |
| Vendor | 100000220 | Catnip Heaven | | Currency | USD |

Outline agreement items

Item	I	A	Material	Short text	Targ. qty.	O...	Net price	Per	O...	Matl group	Plnt	S
10		U	10100230	Pet Carrier		500	EA	5.00	1	EA	04000	9999	
20												
30												
40												
50												
60												
70												
80												
90												
100												
110												
120												

> To check if the delivery was brought over from the requisition, click on the truck icon.

Item   10

ETR (1) (511)   sapetr   INS

2-100

Create Contract : Item Overview

Contract Edit Header Item Environment System Help

| Agreement | | Agreement type | NW | Agmt. date | 08/11/2004 |
| Vendor | 100000220 | Catnip Heaven | | Currency | USD |

Outline agreement items

Item	I	A	Material	Short text	Targ.qty.	O...	Net price	Per	O...	Matl group	Plnt	S
10		U	10100230	Pet Carrier	500	EA	5.00	1	EA	04000	9999	
20												
30												
40												
50												
60												
70												
80												
90												
100												
110												
120												

For pricing details, Highlight the
item and click on the item
conditions icon.

Item   10

ETR (1) (511)   sapetr   INS

Condition Edit Goto Extras Environment Pricing System Help

Change Gross Price Condition (PB00) : Condition Supplements

Purchasing Document Item
00010

Validity

Valid on   10/01/2004

Valid to   09/30/2005

Change the Valid on and the Valid to
dates to match the validity period of the
Outline Agreement. Save your change.

Condition supplements

CnTy		Amount	Unit	per
PB00	Gross Price	5.00	USD	

ETR (1) (511) sapetr INS

SAP

Contract Edit Header Item Environment System Help

Create Contract : Item Overview

Account Assignments

| Agreement | | Agreement type | NV | Agmt. date | 08/11/2004 |
| Vendor | 100000220 | Catnip Heaven | | Currency | USD |

Outline agreement items

	Item	I	A	Material	Short text	Targ.qty.	O...	Net price	Per	O...	Matl group	Plnt	S
	10		U	10100230	Pet Carrier	500	EA	0.00	1	EA	04000	9999	
	20												
	30												
	40												
	50												
	60												
	70												
	80												
	90												
	100												
	110												
	120												

Click save to save the outline
agreement.

Item   10

ETR (1) (511) sapetr INS

Create An Outline Agreement Without Any Reference Document ME31K USING THE MENU TREE GO Logistics>Materials Management>Purchasing>Outline Agreement>Contract>Create

2-104

Using the menu tree:
Logistics>Materials
Management>Purchasing>
Outline Agreement>
Contract>Create
        or
Type ME31K in the
command field.

Create Contract : Initial Screen

Outline agreement   Edit   Header   Item   Environment   System   Help

SAP

Vendor	100000203
Agreement type	NV
Agreement date	08/12/2004
Agreement	

Reference to PReq   Reference to RFQ

Organizational data

| Purch. Organization | 0610 |
| Purchasing group | C00 |

Default data for items

Item category	
Acct assignment cat.	U
Plant	9999
Storage Location	
Material Group	
Req. Tracking Number	pnorr
Vendor sub-range	
☐ Acknowledgment reqd	
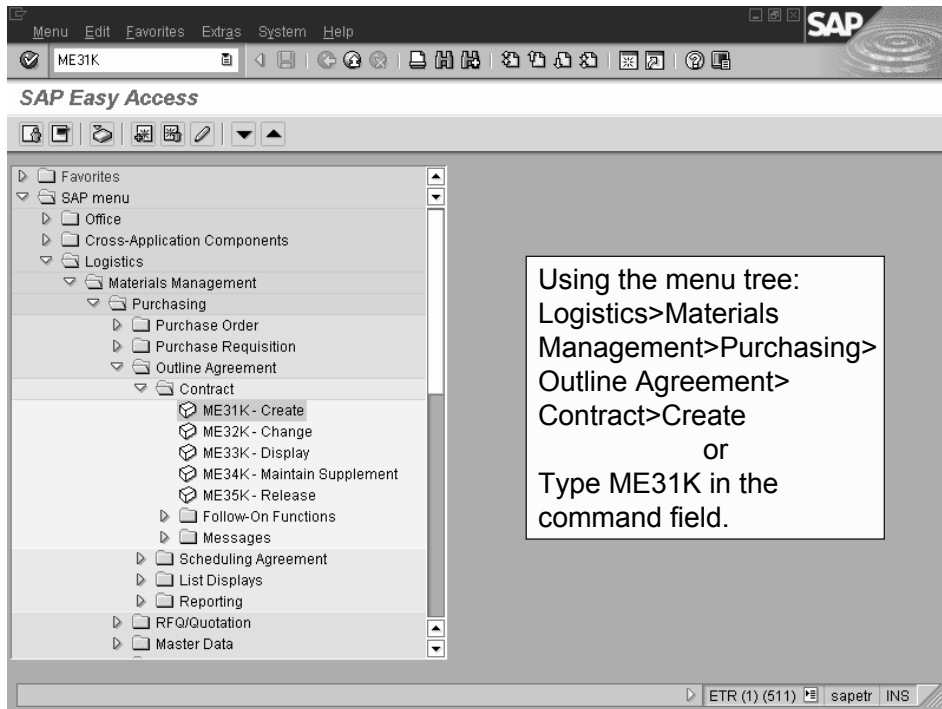
The required fields are the vendor, purchasing organization and purchasing group.
Default data is not required on this screen, but will populate the required fields within the Outline Agreement. Enter or green check to continue.

ETR (1) (511)   sapetr   INS

Contract Edit Header Item Environment System Help   SAP

Create Contract : Header Data

Agreement		Company Code	ARK	Purchasing group	C00
		Agreement type	NV	Purch. Organization	0610
Vendor	100000203	Pet Smart			

Administrative fields
Agreement date   08/12/2004   Item number interval   10
Validity start   10/1/2004   Validity end   09/30/2005   Language   EN

Terms of delivery and payment
Payment terms   0001   Targ. val.   USD
Payment in   0   days 0.000 % Exch. rate   1.00000
Payment in   0   days 0.000 % Incoterms   FOB destination
Payment in   0   days net

> Enter the Validity start and end dates. The Our reference field is required. Enter ST for State Term. Enter or green check to continue.

Reference data
Quotation Date   Quotation
Your reference   Salesperson
Our reference   ST   Telephone
Suppl. vendor   Invoicing party   100000203

❌ Make an entry in all required fields   ▷ ETR (1) (511) 🖥 sapetr INS

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    Revised, August 1, 2004

Contract Edit Header Item Environment System Help

SAP

Create Contract : Item Overview

Account Assignments

Agreement		Agreement type	NV		Agmt. date	08/12/2004
Vendor	100000203	Pet Smart			Currency	USD

Outline agreement items

Item	I	A	Material	Short text	Targ.qty.	O...	Net price	Per	O...	Matl group	Plnt	S
10		U	10100220		1000		5.00				9999	
20		U									9999	
30		U									9999	
40		U									9999	
50		U									9999	
60		U									9999	
70		U									9999	
80		U									9999	
90		U									9999	
100		U									9999	
110		U									9999	
120		U									9999	

Enter the material number,
Target quantity and Net price.
Enter to continue.

ETR (1) (511) sapetr INS

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Create Contract : Item Overview

| | | | | | Account Assignments | |

| Agreement | | Agreement type | NV | Agmt. date | 08/12/2004 |
| Vendor | 100000203 | Pet Smart | | Currency | USD |

Outline agreement items

	Item	I	A	Material	Short text	Targ.qty.	O...	Net price	Per	O...	Matl group	Plnt	S
	10		U	10100220	Doghouse	1,000	EA	5.00	1	EA	04000	9999	
	20		U									9999	
	30		U									9999	
	40		U									9999	
	50		U									9999	
	60		U									9999	
	70		U									9999	
	80		U									9999	
	90		U									9999	
	100		U									9999	
	110		U									9999	
	120		U									9999	

To enter header text click on the hat icon.

Item   10

ETR (1) (511) sapetr INS

Contract   Edit   Header   Item   Environment   System   Help

SAP

Create Contract : Header Data

Agreement		Company Code	ARK	Purchasing group	C00
		Agreement type	NV	Purch. Organization	0610
Vendor	00000203	Pet Smart			

Administrative fields

| Agreement date | 08/12/2004 | Item number interval | 10 | | |
| Validity start | 10/01/2004 | Validity end | 09/30/2005 | Language | EN |

Terms of delivery and payment

Payment terms	0001		Targ. val		USD
Payment in	0	days	0.00		
Payment in	0	days	0.00		
Payment in	0	days net			

Click on the header text icon (the paper and pencil).

Reference data

Quotation Date	
Your reference	
Our reference	ST
Suppl. vendor	

ETR (1) (511)   sapetr   INS

SAP

Create Contract : Header Texts

📝 Long text 🗑

Purchasing Doc.		Company Code	ARK	Purchasing group	C00
		Document Type	NV	Purch. Organization	0610
Vendor	100000203	Pet Smart			

Header texts

TxtType   Text   More text   Status

☐ Leading Document Text

   Leading Document Text

☐ Invoice Address

   Invoice Address

☐ Agency Contact Information

   Agency contact information

> From this screen you can enter leading document text, invoice address and agency contact information. Page down to enter further information. Green arrow back to continue.

ETR (1) (511) 🔳 sapetr INS

AASIS Support Center, Patricia Orr
    Revised, August 1, 2004

Create Contract : Item Overview

Contract Edit Header Item Environment System Help

| Agreement | | Agreement type | NV | Agmt. date | 08/12/2004 |
| Vendor | 100000203 | Pet Smart | | Currency | USD |

Outline agreement items

Item	I	A	Material	Short text	Targ.qty.	O...	Net price	Per	O...	Matl group	Plnt	S
10		U	10100220	Doghouse	1,000	EA	5.00	1	EA	04000	9999	
20		U									9999	
30		U									9999	
40		U									9999	
50		U									9999	
60		U									9999	
70		U									9999	
80		U									9999	
90		U									9999	
100		U									9999	
110		U									9999	
120		U									9999	

To enter item text highlight the line and click on the pencil and paper.

Item 10

ETR (1) (511) sapetr INS

SAP

Contract   Edit   Header   Item   Environment   System   Help

Create Contract : Texts for Item 00010

Long text

Item	10	Item category		Acct.assig.cat.	U
Material	10100220	Material Group	04000	Plant	9999
Short text	Doghouse			StorageLocation	

Item texts

TxtType	Text		More text	Status
☐ Material Master Text				
	Doghouse, large size, color brown			
			☐	

From this screen you can change or add to the material master text.
Green arrow back to continue.

ETR (1) (511) sapetr INS

Create Contract : Item Overview

	Item	I	A	Material	Short text	Targ.qty.		O...	Net price	Per	O...	Matl group	Plnt	S
	10		U	10100220	Doghouse		1,000	EA	5.00	1	EA	04000	9999	
	20		U										9999	
	30		U										9999	
	40		U										9999	
	50		U										9999	
	60		U										9999	
	70		U										9999	
	80		U										9999	
	90		U										9999	
	100		U										9999	
	110		U										9999	
	120		U										9999	

Agreement

Agreement type NV

Agmt. date 08/12/2004

Vendor 100000203 Pet Smart

Currency USD

Outline agreement items

To add a delivery address click on the delivery icon (the truck).

Item 10

ETR (1) (511) sapetr INS

SAP

Contract Edit Header Item Environment System Help

Delivery Address for Item 00010

Plant	9999		Address	21953
Stor. Loc.			Customer	
			Vendor	

Create C

Name
Title	Company
Name	DFA
	DFA Building

Agreement iter
Material
Short text
Quantity and p
Target quantit
Net order pric
Qty. conversic

Search terms
Search term 1/2	DFA	DFA BUILDING

Other data

Street address
Street/House number	1509 West 7th Street	RM 600
District	PULASKI	
Postal code/City	72201	LITTLE ROCK
Country	US	USA	Region	AR	Arkansas
Time zone				

GR/IR control
Underdel. tol.
Overdeliv. tol.
Tax code

PO box address
PO Box	
Postal code	
Company postal co	

Enter the address number or do a
search to locate the number. Click on
the adopt button to continue.

✓ 📋 Adopt ↺ Reset │ Repeat address on │ Repeat address off ✖

sapetr INS

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     Revised, August 1, 2004

Contract Edit Header Item Environment System Help

Create Contract : Item Overview

Account Assignments

| Agreement | | Agreement type | NV | Agmt. date | 08/12/2004 |
| Vendor | 100000203 | Pet Smart | | Currency | USD |

Outline agreement items

Item	I	A	Material	Short text	Targ.qty.	O...	Net price	Per	O...	Matl group	Plnt	S
10		U	10100220	Doghouse	1,000	EA	5.00	1	EA	04000	9999	
20		U									9999	
30		U									9999	
40		U									9999	
50		U									9999	
60		U									9999	
70		U									9999	
80		U									9999	
90		U									9999	
100		U									9999	
110		U									9999	
120		U									9999	

Click the Save icon to save
your Outline agreement.

Item   10

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Create Contract : Initial Screen

Reference to PReq   Reference to RFQ

Vendor	
Agreement type	NV
Agreement date	08/12/2004
Agreement	

Organizational data
Purch. Organization	0610
Purchasing group	C00

Default data for items
Item category	
Acct assignment cat.	
Plant	9999
Storage Location	
Material Group	
Req. Tracking Number	
Vendor sub-range	
☐ Acknowledgment reqd	

The Outline Agreement number
will appear at the bottom of the
screen.

Term Contract created under the number 4600000001   ETR (1) (511) sapetr INS

Approve/Release an Outline Agreement
ME35K
USING THE MENU TREE GO
Logistics>Materials Management>Purchasing>Outline Agreement>Contract>Release

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Using the menu tree: Logistics>Materials Management>Purchasing> Outline Agreement> Contract>Release
        or
Type ME35K in the command field.
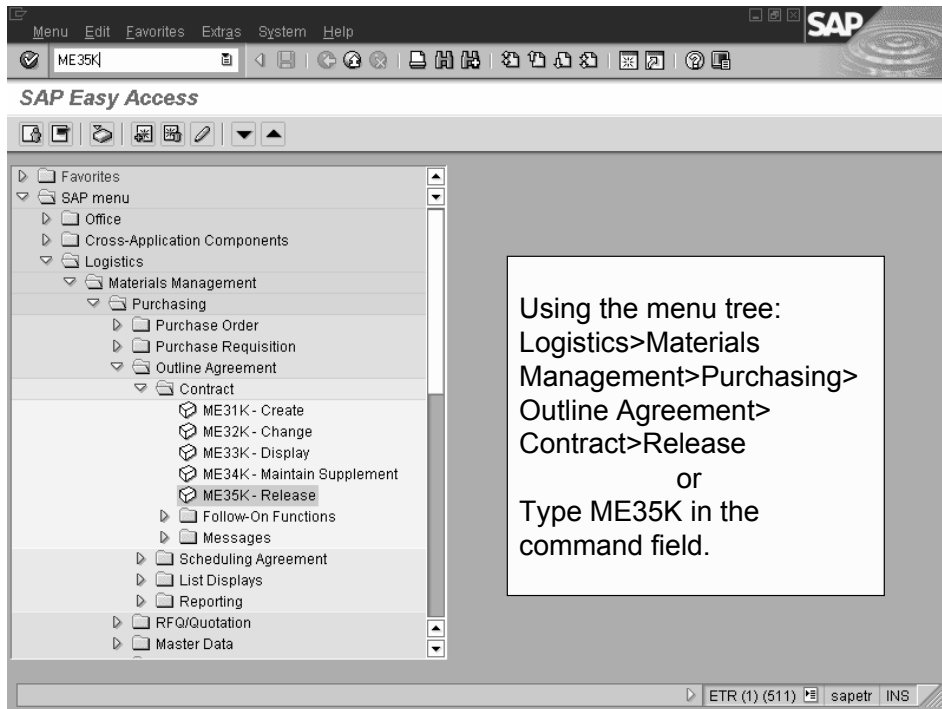
Release (Approve) Purchasing Documents

Release code	AG
Release group	A1
☑ Set release	
☐ Cancel release	
☑ Release prerequisite fulfilled	
☐ List with items	
Scope of list	RAHM
Puchasing document category	K
Purchasing organization	
Document number	4600000000
Document type	
Purchasing group	
Vendor	
Supplying plant	
Document date	

Enter Release code
"AG" for agency
approval. Enter
Release group "A1" for
Outline Agreement.
Enter a known Outline
Agreement number or
use the matchcode
search to locate one.

Click the execute icon
to continue.

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List Edit Goto Environment System Help

Release Purchasing Documents with Release Code AG

Release | Cancel release | Release strat. | Release + save | Print preview

```
Contract   Type Vendor   Name                        PGp Agmt. date
Release strategy         Release indicator    Release option

4600000000 NV   100000204  Pet Surplus                C00 06/23/2004
Agreement start09/01/2004 Agreement end 08/31/2005
A1/A4 Agency OA         S Blocked            Release possible
```

Highlight the Outline Agreement
number and click on the Release +
Save Button.

ETR (1) (511) sapetr INS

Release (Approve) Purchasing Documents

Release code	AG
Release group	to
☑ Set release	
☐ Cancel release	
☑ Release prerequisite fulfilled	
☐ List with items	
Scope of list	RAHM
Puchasing document category	K to
Purchasing organization	to
Document number	to
Document type	to
Purchasing group	
Vendor	
Supplying plant	
Document date	

You will receive a message that the release was saved.

⊘ Releases saved

ETR (1) (511) sapetr INS

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Change An Outline Agreement ME32K
USING THE MENU TREE GO
Logistics>Materials Management>Purchasing>Outline Agreement>Contract>Change

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The fields that you are allowed to change on an outline agreement are dependent on the status of the outline agreement.

Outline agreements that have not yet been transmitted to the vendor can be changed without restriction.

However, for outline agreements that have already been transmitted to the vendor, the buyer must determine that status of the outline agreement.

Any changes applied to the outline agreement at this time must be considered an amendment. It is imperative to communicate all changes to those parties who may be affected by the change.

All changes should be entered in the "Change Order" text field located in the document header. Only changes that are placed into this field will print. Examples of changes could be item, material info, invoice address and contact person.

If the business situation changes, a change in the contract is required. Change could include price, delivery terms, conditions, length of contract, etc.
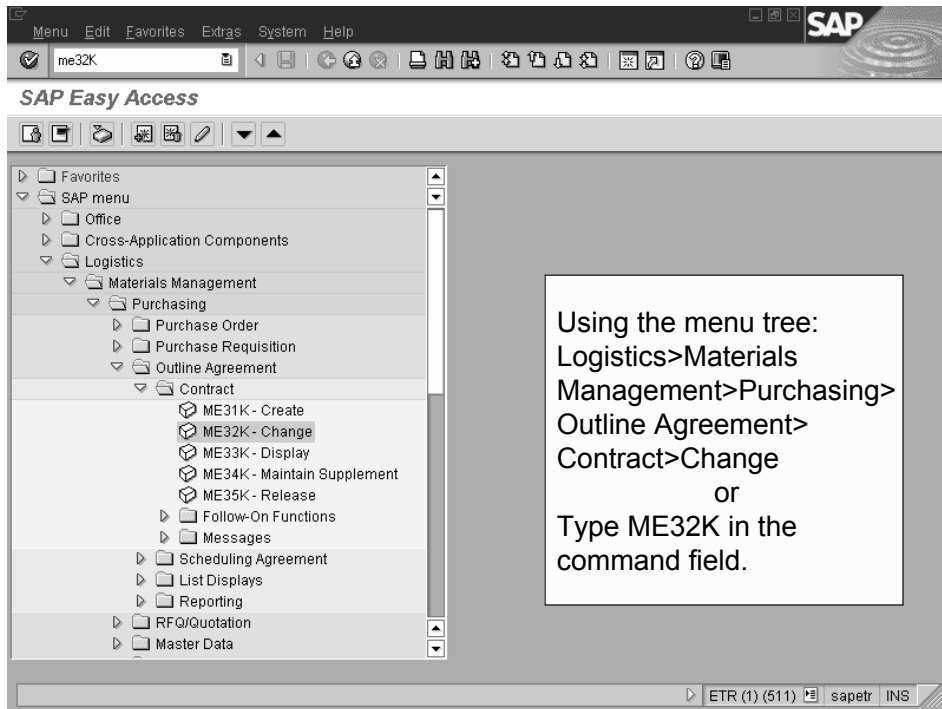
Using the menu tree:
Logistics>Materials
Management>Purchasing>
Outline Agreement>
Contract>Change
           or
Type ME32K in the
command field.

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Change Contract : Initial Screen

Outline agreement   Edit   Header   Item   Environment   System   Help

Agreement   4600000000

Enter a known agreement number,
or use the matchcode to find one.
Click the green check to continue.

ETR (1) (511)   sapetr   INS

Outline agreement   Edit   Header   Item   Environment   System   Help   SAP

Change Contract : Initial Screen

Agreement   4600000000

If the contract has already been released,
you will receive this informational pop-up
box. Green check to continue.

Information   ⊠

ⓘ   Releases already effected are liable to be reset

✔ ⓘ

▷   ETR (1) (511) ⬚ sapetr INS

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Contract   Edit   Header   Item   Environment   System   Help

SAP
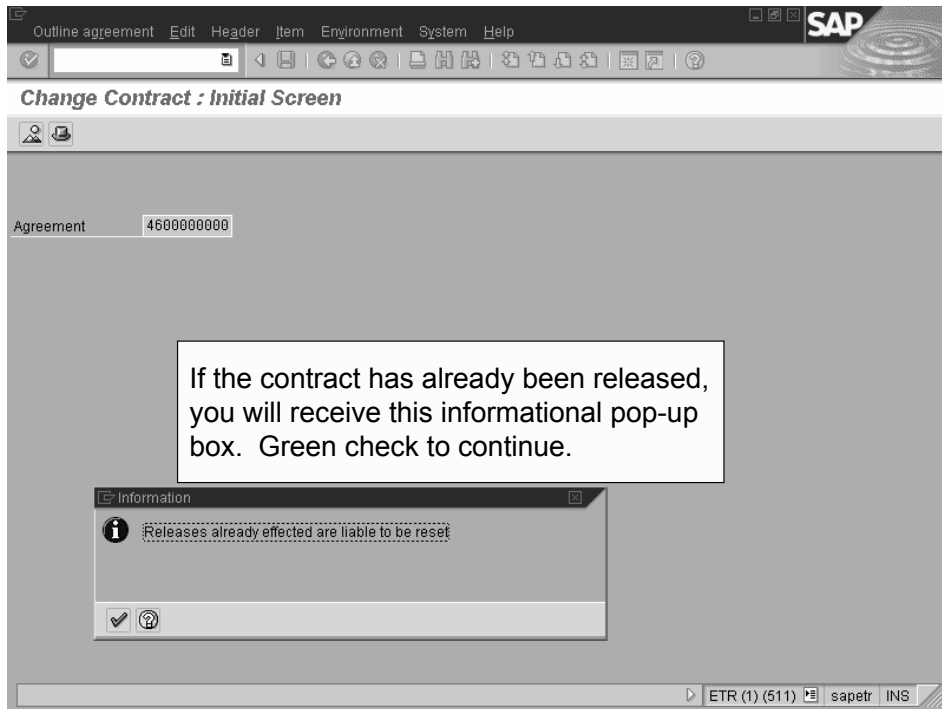
Change Contract : Item Overview

Account Assignments

| Agreement | 4600000000 | Agreement type | NV | Agmt. date | 06/23/2004 |
| Vendor | 100000204 | Pet Surplus | | Currency | USD |

Outline agreement items

Item	I	A	Material	Short text	Targ.qty.	O...	Net price	Per	O...	Matl group	Plnt	S
10		U	10100221	Animal Bed	90	EA	3.25	1	EA	42068	9999	
20		U								42068	9999	
30		U								42068	9999	
40		U								42068	9999	
50		U								42068	9999	
60		U								42068	9999	
70		U								42068	9999	
80		U								42068	9999	
90		U								42068	9999	
100		U								42068	9999	
110		U								42068	9999	
120		U								42068	9999	

The target quantity was changed from 100 to 90.
Select the item by clicking on the box to the left of the item and clicking the change item details icon. (The Puzzle looking icon).

ETR (1) (511)   sapetr   INS

Contract Edit Header Item Environment System Help

SAP

Change Contract : Item 00010

Account Assignments

Agreement item	4?00000000	10		Item cat.		AcctAssCat	U
Material	10100221		Matl group	42068	Plant		9999
Short text	Animal Bed				Stor. Loc.		

Quantity and price

Target quantity	90		EA			
Net order price	3.25		USD	/ 1	EA	Price date	12/31/9999
Qty. conversion	1	EA	<-> 1	EA		

Other data

TrackingNo   PNORR
Vend. Mat.

GR/IR control

Underdel. tol.	5	%
Overdeliv. tol.	5	%
Tax code		

The quantity is now 90. An over
and under delivery tolerance of 5%
has been entered.
Click on the header icon to
continue.

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Change Contract : Header Data

Agreement	4600000000	Company Code	ARK	Purchasing group	C00
		Agreement type	NV	Purch. Organization	0610
Vendor	100000204	Pet Surplus			

Administrative fields

Agreement date	06/23/2004	Item number interval	10		
Validity start	09/01/2004	Validity end	08/31/2005	Language	EN

Terms of delivery and payment

Payment terms	0001		Targ. val.		USD
Payment in	0 days	0.000 %	Exch. rate	1.00000	☐ Ex.rate fx
Payment in	0 days	0.000 %	Incoterms	FOB destination	
Payment in	0 days net				

Reference data

Quotation Date		Quotation	
Your reference		Salesperson	
Our reference	ST	Telephone	
Suppl. vendor		Invoicing party	100000204

The Validity start and end dates can be changed. These dates indicate the period for which the contract will be in force. Click the save icon to save you changes.

ETR (1) (511) sapetr INS

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NOTE: If the validity periods for the contract change, it will also be necessary to change the pricing conditions validity periods.

Outline agreement   Edit   Header   Item   Environment   System   Help

SAP

Change Contract : Initial Screen

Agreement   4600000000

You will receive a message that the outline
agreement was changed.

Term Contract 4600000000 changed   ETR (1) (511)   sapetr   INS
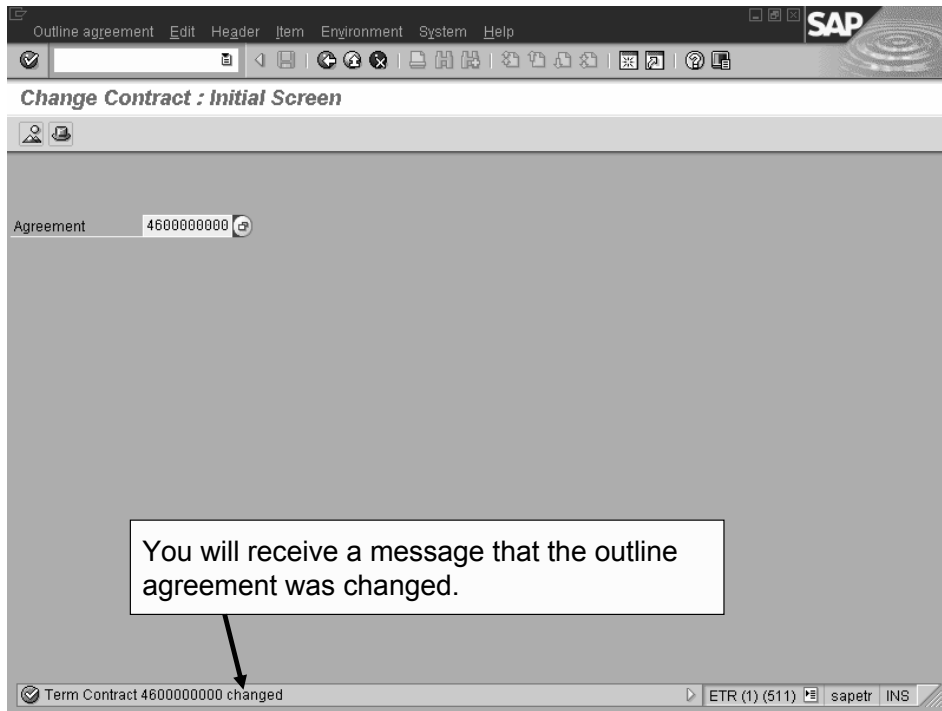
Chapter 3

Purchase Orders

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Create A Purchase Order
ME21N

2-132

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- Create a Purchase Order with Reference to a Requisition

- Create a Purchase Order with Reference to an RFQ

- Create a Purchase Order with Reference to an Outline Agreement

- Create a Purchase Order without Reference to another document.

ME22N – Change a Purchase Order

ME9F – Print a Purchase Order

Create A Purchase Order With Reference to a Requisition ME21N USING THE MENU TREE GO Logistics>Materials Management>Purchasing>Purchase Order>Create>Vendor/Supplying Plant Known

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A purchase order is a legal document used to initiate an individual purchase with the vendor or arrange for a delivery based upon a prior agreement (release purchase order from an outline agreement. The purchase order identifies specific materials/services to be purchased as well as the negotiated terms, conditions, and pricing. It also provides the vendor with a reference document to be used on shipping documents (goods receipt) and invoicing documents (invoice verification).

Using the menu tree:
Logistics>Materials
Management>Purchasing>
Purchase Order>Create>
Vendor/Supplying Plant
Known

      or
Type ME21N in the
command field.

To reference (in this case) a requisition, click on the Document overview on button.

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Create Purchase Order

| Document overview off | 🗋 🗗 | Hold | 🔁 | 🗗 Print preview | Messages | 🚹 🗗 Personal setting |

Standard PO   Vendor

Header

| S.. Item | A | I | Material | Short text | PO quantity | O... |

No variant defined

Please choose a variant for the

Hierarchy

Click on the selection variant icon.

| Default values |

Item   New item

▷ | ETR (1) (511) | sapetr | INS |

Create Purchase Order

| Document overview off | 🗋 🗗 | Hold | 🔂 | 🗗 Print preview | Messages | 🔳 🗗 Personal setting |

🛒 Standard PO   ▤   Vendor

No variant defined

Please choose a variant for the

Purchase orders
Requests for quotations
Contracts
Scheduling agreements
General purchasing documents
Purchase requisitions ◀━━━━━
My purchase orders
Purchase orders on hold
My purchase requisitions

From the list click on Purchase requisitions.

Item   New item

ETR (1) (511) ▣ sapetr INS

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Program   Edit   Goto   System   Help

SAP

Purchase requisitions

General selections

Max. no. of hits	5000
☑ Open only	
☑ Released only	
☐ Assigned, open, and released	

Program selections

Name of requisitioner/reques	
Requisition (request) date	
Purchase requisition number	1000000360
Requirement Tracking Number	
Item number	
Document type	
Purchasing group	C00
Purchasing organization	0610
MPN material	
Name of processor	
Fixed vendor	
Account assignment category	
Outline agreement number	
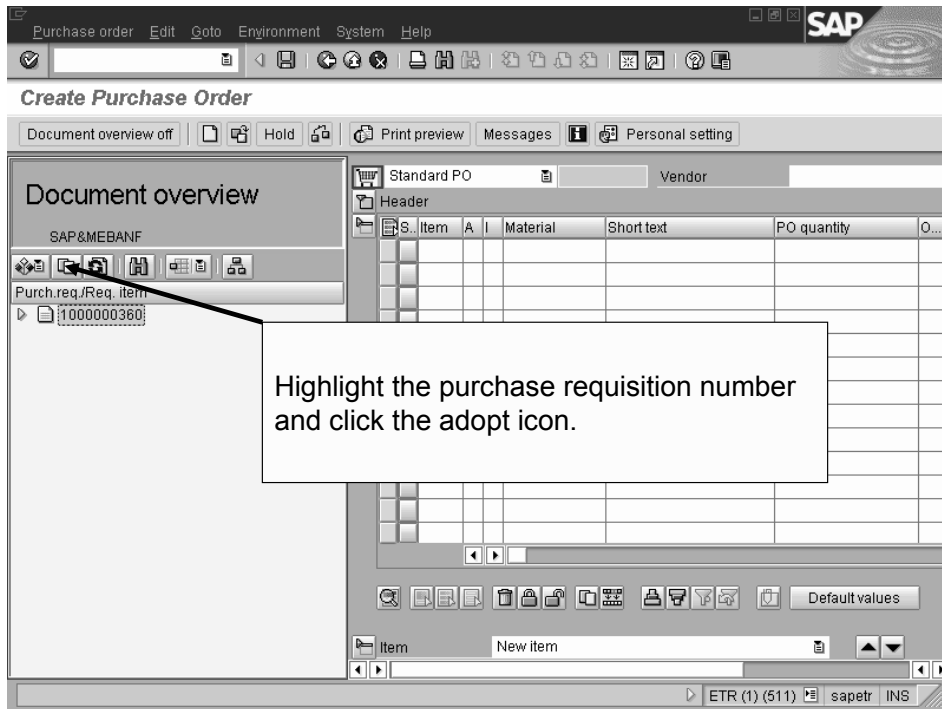
If you do not know the purchase requisition number select the open only and released only boxes. Enter your purchasing group and purchasing organization. Click on the execute icon to begin the search for open and released purchase requisitions that were sent to you for subsequent document creation.

If you know the number simply type the PR number in the appropriate field.

Click the execute icon to continue.

Create Purchase Order

Document overview off | □ ☞ | Hold | 🔓 | 🗗 Print preview | Messages | ℹ 🗗 Personal setting

Document overview

SAP&MEBANF

Purch.req./Req. item
▷ 🗋 1000000360

Highlight the purchase requisition number
and click the adopt icon.

	S..	Item	A	l	Material	Short text	PO quantity	O...

Standard PO | | Vendor

Header

Item | New item

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Click the Document overview off button.

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Create Purchase Order

Document overview on | 🗋 🛱 Hold | 🔠 | ⚌ 🗗 Print preview | Messages | 🔳 🖫 Personal setting

| Standard PO | | Vendor | 100000223 Cats Prefer | Doc. date | 06/23/2004 |

Delivery/invoice | Conditions | Texts | Address | Communication | Partners | Additional data | Org...

Salesperson
Telephone
Language   EN

Your reference
Our reference

The purchase order consists of three sections. The header section, item overview section and the item detail section.

...S...Item	A	Material				Curr...	Per
10	K	10100221				USD	1
						USD	
						USD	
						USD	
						USD	
						USD	

🔍 📝 🖫 | 🗑 🔒 🔓 | 🗔 📇 | 🖨 🖫 🔽 | 📄 | Default values

📋 Item detail

ETR (1) (511) 🖫 sapetr INS

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VENDOR SEARCH (IF VENDOR DID NOT DEFAULT FROM THE REQUISITION).

Click in the vendor field and click on the matchcode icon to the right of the field. It will bring up your vendor search screen.

1. Click on the icon to the far right. It will bring you a list of all the tabs from which you can do your search. Click on the Vendors: Purchasing Tab.

2. Using your asterisk as a wildcard, type in the vendor's name you want to search for.

3. Put in your purchasing organization number. This will bring in the vendors assigned to your agency.

4. Green check to continue.

Create Purchase Order

| Purchase order | Edit | Goto | Environment | System | Help |

Document overview on | 🗋 🖫 Hold 🔓 | 🖾 🗇 Print preview | Messages | 🔢 🖫 Personal setting

Standard PO   Vendor   100000223 Cats Prefer   Doc. date   06/23/2004

| Delivery/invoice | Conditions | Texts | Address | Communication | Partners | Additional data | Org... |

Salesperson   Your reference
Telephone   Our reference
Language   EN

Restrict Value Range (1)   1 Entry found

| Vendors by Class | ✔ Vendors: Purchasing | Vendors by Material |

SearchTe...	PostalCode	City	Name 1	Vendor	POrg	SuSet
VEND	72115	NORTH LITTLE ROCK	CATS PREFER	100000223	0610	☐

S..	Item	A
🔲	10	K

Once the desired vendor is
found, double click to populate
the vendor field.

Item detail

ETR (1) (511) 🖫 sapetr INS

Create Purchase Order

| Document overview on | 🗋 🖨 Hold 🔄 | 🔄 🖨 Print preview | Messages | 🗓 🖨 Personal setting |

| 🛒 Standard PO 🖹 | | Vendor | 100000223 Cats Prefer | Doc. date | 06/24/2004 |

| Delivery/invoice | Conditions | Texts | Address | Communication | Partners | Additional data | Org... |

Salesperson		Your reference	
Telephone		Our reference	SO
Language	EN		SO

HEADER SECTION

Make sure the header section is open, if not click on the flag to open it.
The only required field not defaulted from the requisition in the header
section is on the Communications data tab.
The Our reference field is required. These are the 2 or 3 digit codes
used by the Office of State Procurement. SO (small order), CB (quote
bid), ST (term contract), SF (firm contract), SS (sole source), EM
(emergency), EL (exempt), SBS (ABA capital improvements) and PSC
(professional services contract).

Purchase order Edit Goto Environment System Help

Standard PO 4500000255 Created by Patricia N. Orr

Document overview on | Print preview | Messages | Personal setting

| Standard PO | 4500000255 | Vendor | 100000223 Cats Prefer | Doc. date | 06/24/2004 |

Delivery/invoice | Conditions | Texts | Address | Communication | Partners | Additional data | Org...

Payment terms	0001		Currency	USD
Payment in	0 days 0.000 %		Exchange rate	1.00000	☐ Exch.rate fixed
Payment in	0 days 0.000 %
Payment in	0 days net
Incoterms	FOB destination

HEADER SECTION

The following tabs in the header section are not required to create the
PO, but each agency may have certain tabs that they want to change
or add information to.
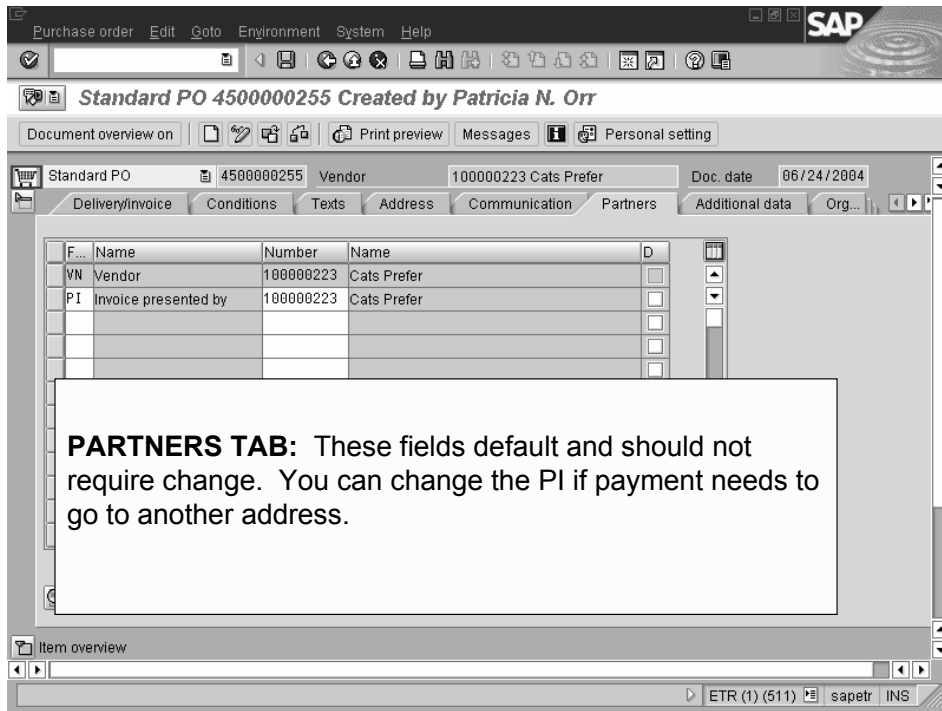
Go to the Delivery/Invoice tab. The Payment terms defaulted from the
vendor master record and can be changed.

TEXT TAB: The Header text fields will be populated if you need certain information printed on the purchase order.
Leading Document Text: Standard terms and conditions, Invoice Address: Where to send invoices, Agency Contact: Optional information, Trailing Text: Standard Terms and Conditions, A/P Notification: Information for Accounts Payable only. Will not print on the PO, Change Order: Required for amended PO's and Vendor Quotation Notes: Information from the vendor.

Standard PO 4500000255 Created by Patricia N. Orr

F...	Name	Number	Name	D
VN	Vendor	100000223	Cats Prefer	
PI	Invoice presented by	100000223	Cats Prefer	

PARTNERS TAB: These fields default and should not require change. You can change the PI if payment needs to go to another address.

Item overview

ORGANIZATIONAL DATA TAB: If Purchasing Org. and Purch.
Group were not entered initially, those fields must be entered here.
These items can be entered in your user data to default within the
system.

To have your organization data default go to:
Personal Settings>Default values tab. Enter your organizational data
information and Save.

Create Purchase Order

| Document overview on | | 🗋 🕾 | Hold | 🔂 | | 🕾 🗗 Print preview | Messages | 🗊 🗗 Personal setting |

| 🛒 Standard PO | 🗈 | | Vendor | 100000223 Cats Prefer | | Doc. date | 06/24/2004 |

Header

S..	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	
🔲	10	K		10100221	Animal Bed	10	EA	D	07/28/2004	5.00	USD	1	
											USD		
											USD		
											USD		

ITEM OVERVIEW SECTION

The account assignment category, material, short text,
PO quantity, order unit, delivery date, etc. was brought over
from the purchase requisition.
You must enter the price. It will not be brought over unless
the requisition was created with an assigned source of supply
or it is a contract item and the contract is referenced as the
source of supply.

Item det

| ▷ | ETR (1) (511) 🗉 | sapetr | INS |

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Create Purchase Order

Document overview on | 🗋 🖳 Hold | � | ⚓ 🔂 Print preview | Messages | 🔢 🖅 Personal setting

| 🛒 Standard PO | | | Vendor | 100000223 Cats Prefer | Doc. date | 06/24/2004 △ |

📩 Header
📩 Item overview

📂 Item [10] 10100221 , Animal Bed

Delivery schedule | Acceptance Period | Delivery | Invoice | Conditions | Account assignment | Texts

☑ Inv. receipt   [Invoicing plan]   Tax code   P1 🔄
☐ Final invoice   Jurisdict. Code 0411903201
☑ GR-based IV

DETAIL ITEMS SECTION
There are not any fields that are required in this section for
the creation of a purchase order that did not copy from the
requisition. Verify input such as tax code, account assignment
data, etc.

▷ | ETR (1) (511) 🖅 sapetr | INS

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DELIVERY ADDRESS TAB: Check the delivery address
tab to see if a delivery address defaulted from the purchase
requisition.

If the delivery address is the same for each item on the
purchase order, the delivery address will print on the PO
header under the ship-to address. If it is different, no address
will enter under "Ship To" and the address will print beneath
each item.

If no delivery address defaults from the requisition, contact the
requisitioner for delivery information.

Purchase order   Edit   Goto   Environment   System   Help

Standard PO 4500000255 Created by Patricia N. Orr

Document overview on | Print preview | Messages | Personal setting

| Standard PO | 4500000255 | Vendor | 100000223 Cats Prefer | Doc. date | 06/24/2004 |

Header
Item overview

Item [10] 10100221 , Animal Bed

Delivery | Invoice | Conditions | Account assignment | Texts | Delivery address

	Company				Address details
	DFA				Reset address
	DFA Building				Repeat address on
se number	1509 West 7th Street	RM 600			
	PULASKI			Address	21953
e/City	72201	LITTLE ROCK			

To add a delivery address, place the cursor in the address field and
click on the matchcode search button.

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Purchase order Edit Goto Environment System Help

SAP

Standard PO 4500000255 Created by Patricia N. Orr

Document overview on | Print preview | Messages | Personal setting

Standard PO   4500000255   Vendor   100000223 Cats Prefer   Doc. date   06/24/2004

Header
Item ov

Number of delivery address (1)

Country, region, sort field, name, City, Street   Name, address, s...

Item

Field	Value
Country Key	
Region	
Search term A	
Search term B	
Company name	*DFA*
City	
Street	
Address group	ME01
Maximum no. of hits	500
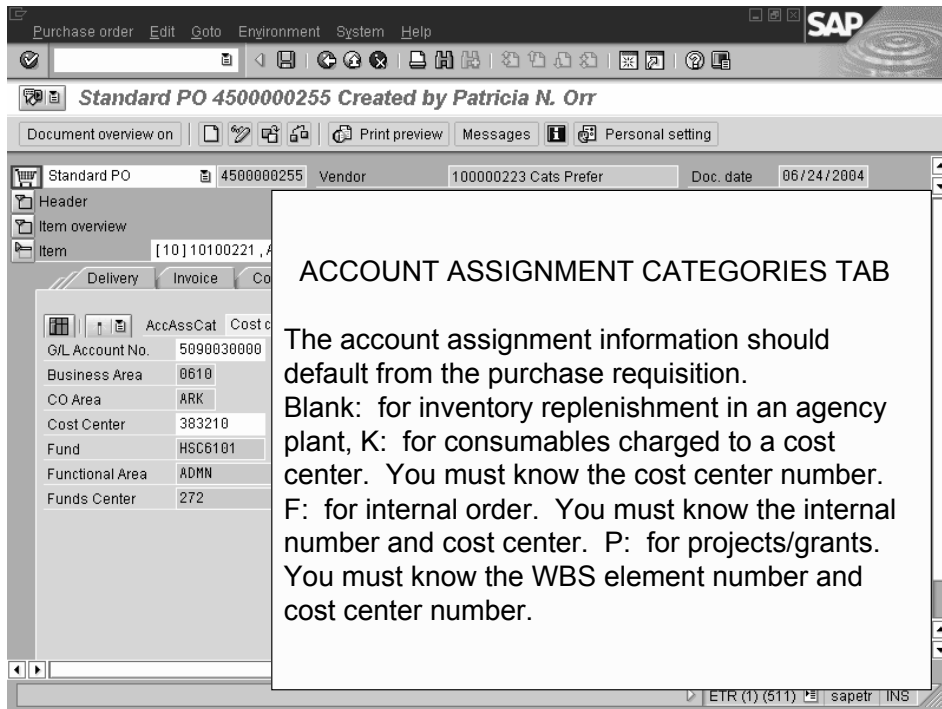
dress

Address details
Reset address
Repeat address on

Address   21953

Enter your agency name in the company
name field. Click on the green check.

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Highlight the delivery address and green check to populate the address number into the address. field.

Purchase order   Edit   Goto   Environment   System   Help

SAP

Standard PO 4500000255 Created by Patricia N. Orr

Document overview on | Print preview | Messages | Personal setting

| Standard PO | 4500000255 | Vendor | 100000223 Cats Prefer | Doc. date | 06/24/2004 |

Header
Item overview
Item   [10] 10100221 , A

Delivery   Invoice   Co

AccAssCat Cost c

G/L Account No.	5090030000
Business Area	0610
CO Area	ARK
Cost Center	383210
Fund	HSC6101
Functional Area	ADMN
Funds Center	272

ACCOUNT ASSIGNMENT CATEGORIES TAB

The account assignment information should
default from the purchase requisition.
Blank: for inventory replenishment in an agency
plant, K: for consumables charged to a cost
center. You must know the cost center number.
F: for internal order. You must know the internal
number and cost center. P: for projects/grants.
You must know the WBS element number and
cost center number.

ETR (1) (511)   sapetr   INS

Purchase order   Edit   Goto   Environment   System   Help

Standard PO 4500000255 Created by Patricia N. Orr

Document overview on | Print preview | Messages | Personal setting

| Standard PO | 4500000255 | Vendor | 100000223 Cats Prefer | Doc. date | 06/24/2004 |

Header

Item overview

Item   [10] 10100221 , Animal Bed

Acceptance Period | Delivery | Invoice | Conditions | Account assignment | Texts | Delivery address

Overdeliv. tol.   %   ☑ Goods receipt
Underdel. tol.   %   ☐ GR non-valuated
                                                                                           ☐ Deliv.Completed

No. reminders   0

DELIVERY TAB: On this tab you can state a
percentage of the good that can be over or
under delivered.
This is used a lot with the purchasing or
printing (brochures, etc.).

ETR (1) (511) sapetr INS

INVOICE TAB: From here you can change the tax code. An example: You can change from a P1 which is accounts payable sales tax to P0 which is a accounts payable sales tax exempt.

AASIS

SAP

| Purchase order | Edit | Goto | Environment | System | Help |

Standard PO 4500000255 Created by Patricia N. Orr

Document overview on | Print preview | Messages | Personal setting

| Standard PO | 4500000255 | Vendor | 100000223 Cats Prefer | Doc. date | 06/24/2004 |

Header
Item overview

Item   [10] 10100221 , Animal Bed

Acceptance Period | Delivery | Invoice | Conditions | Account assignment | Texts | Delivery address

Item texts	Any...	Animal Bed, Down Filled
Material Master Text ✓		
Multiple Delivery Loc		

TEXT TAB: The text is adopted from the Purchase
Requisition. You can add, delete or change the text.
You can double click in the text field to add more text.

ETR (1) (511) sapetr INS

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Purchase order Edit Goto Environment System Help

Create Purchase Order

Document overview on | | | Hold | | | Print preview | Messages | | | Personal setting

Standard PO | | Vendor | 100000204 Pet Surplus | Doc. date | 08/13/2004

Delivery/invoice | Conditions | Texts | Address | Communication | Partners | Additional data | Org...

Salesperson		Your reference	
Telephone		Our reference	SO
Language	EN		

S..	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	
	10	K		10100035	animal food	100	EA	D	09/17/2004	5.00	USD	1	
											USD		
											USD		
											USD		
											USD		
											USD		

Click on the check icon to check your purchase order. If all necessary fields are populated and your PO is ready to save you will receive a message "No messages issued during check". You can now save the purchase order.

Item detail

No messages issued during check | | ETR (1) (511) | sapetr | INS

Create Purchase Order

| Document overview on | | | Hold | | | Print preview | Messages | | | Personal setting |

Standard PO   Vendor   Doc. date   06/24/2004

Header

Item overview

Item   New item   ▲ ▼

You will receive your PO number at the bottom
of the screen.

Standard PO created under the number 4500000255   ▷ | ETR (1) (511) | sapetr | INS

AASIS Support Center, Patricia Orr
    Revised, August 1, 2004

Create A Purchase Order with Reference to a RFQ ME21N USING THE MENU TREE GO Logistics>Materials Management>Purchasing>Purchase Order>Create>Vendor/Supplying Plant Known

2-161

Using the menu tree:
Logistics>Materials
Management>Purchasing>
Purchase Order>Create>
Vendor/Supplying Plant
Known
　　　or
Type ME21N in the
command field.

SAP

Purchase order Edit Goto Environment System Help

Create Purchase Order

Document overview on | 🗋 🖼 Hold 🖾 | 🗗 Print preview | Messages 🖬 🖫 Personal setting

🛒 Standard PO ____ Vendor ____ Doc. date 06/24/2004

📂 Header

	S..	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	

Click the Document overview on
button.

Default values

📂 Item   New item

ETR (1) (511) sapetr INS

Create Purchase Order

Document overview off | ☐ 🖫 Hold 🖆 | 🖆 Print preview | Messages | 🔢 🖆 Personal setting

No variant defined

Please choose a variant for the

Hierarchy

Standard PO | Vendor
Header
S.. Item | A | I | Material | Short text | PO quantity | O... C

Click on the selection variant icon.

Default values

Item | New item

ETR (1) (511) sapetr INS

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    Revised, August 1, 2004

Create Purchase Order

| Document overview off | 🗋 🗗 | Hold | 🖧 | 🗂 Print preview | Messages | 🔢 🗐 Personal setting |

Standard PO   🗐   Vendor

Header

S..	Item	A	I	Material	Short text	PO quantity	O...	C

No variant defined

Please choose a variant for the

Purchase orders
Requests for quotations
Contracts
Scheduling agreements
General purchasing documents
Purchase requisitions
My purchase orders
Purchase orders on hold
My purchase requisitions

Click on Request for quotations to
search for your RFQ.

Default values

Item   New item   🗐   ▲ ▼

▷ ETR (1) (511) 🗐 sapetr INS

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    Revised, August 1, 2004

Purchasing documents

General selections	
Max. no. of hits	5000

Program selections		
Material Number		to
Selection Parameters		to
Plant		to
Material short text		to
Supplying plant		to
Storage location		to
Material group		to
Purchasing organization		to
Purchasing group		to
Purchasing Document	6000000003	to
Name of person responsible		to
Document type		to
Document category	A	
Company code		to
Document date		to
Vendor		to

You can enter the purchasing group and purchasing organization to limit the search. If you know your RFQ number you can enter it.
Click the execute button to continue.

ETR (1) (511)   sapetr   INS

Create Purchase Order

Document overview off | 🗋 🖼 | Hold | 🔂 | 🗇 Print preview | Messages | 🚹 🖼 Personal setting

Standard PO	🗐		Vendor			Doc. date

Header

S..	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price

Document overview
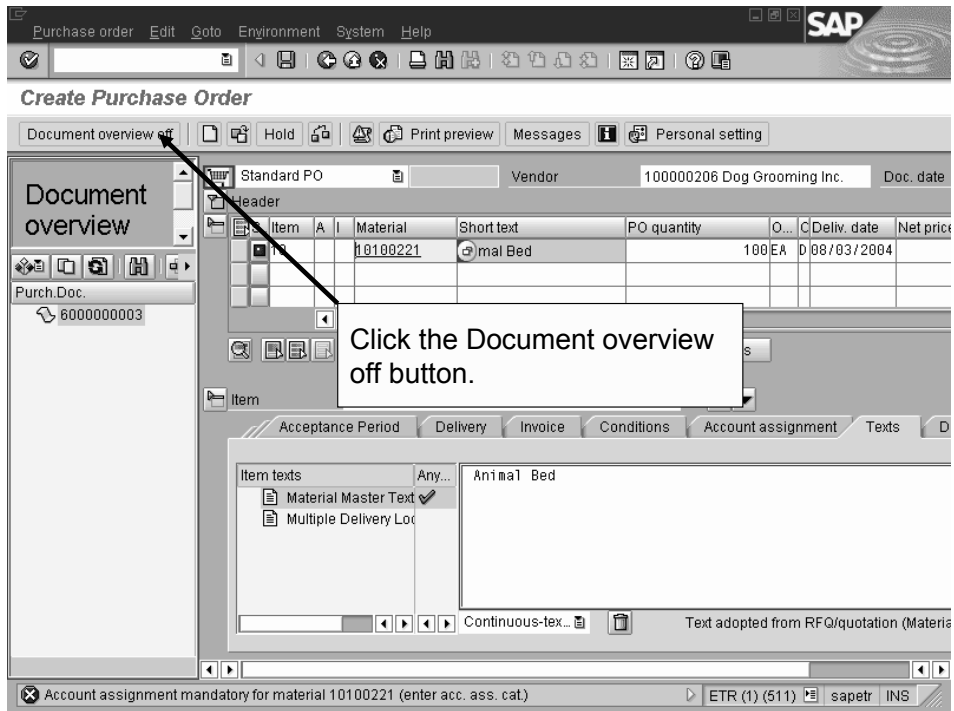
Purch.Doc.
  🔗 6000000003

Highlight the RFQ number and click the adopt icon.

🔍 | | | 🗑🔒🔓 | 🗖🖩 | 🖨🖺🖹🖻 | 🗗 | Default values

Item	New item		🗐	▲ ▼

▷ ETR (1) (511) 🖺 sapetr INS

2-167

Create Purchase Order

Document overview off | □ | Hold | | | Print preview | Messages | | Personal setting

Document overview

Purch.Doc.
6000000003

	Standard PO			Vendor	100000206 Dog Grooming Inc.	Doc. date

Header

	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price
				10100221	mal Bed	100	EA	D	08/03/2004	

Click the Document overview off button.

Item

Acceptance Period | Delivery | Invoice | Conditions | Account assignment | Texts | D

Item texts	Any...	Animal Bed
Material Master Text ✓		
Multiple Delivery Loc		

Continuous-tex... | | Text adopted from RFQ/quotation (Materia

Account assignment mandatory for material 10100221 (enter acc. ass. cat.) | ETR (1) (511) sapetr INS

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Purchase order   Edit   Goto   Environment   System   Help   SAP

Create Purchase Order

Document overview on   🗋 🗗 Hold   🗂   🖾 🗐 Print preview   Messages   🗊 🗗 Personal setting

Standard PO   🗐   Vendor   100000206 Dog Grooming Inc.   Doc. date   06/24/2004

Delivery/invoice   Conditions   Texts   Address   Communication   Partners   Additional data   Org...

Salesperson   _____   Your reference   _____
Telephone   _____   Our reference   SF
Language   EN

🗋 Item overview

🗋 Item detail

A two or three character purchasing code
(SO, ST, CB, SF etc.) is required and must
be entered in the Our reference field.

ETR (1) (511) 🗐 sapetr   INS

Create Purchase Order

| Purchase order | Edit | Goto | Environment | System | Help |

Document overview on | | Hold | | Print preview | Messages | | Personal setting

| Standard PO | | Vendor | 100000206 Dog Grooming Inc. | Doc. date | 06/24/2004 |

| Delivery/invoice | Conditions | Texts | Address | Communication | Partners | Additional data | Org... |

Salesperson
Telephone
Language   EN

Your reference
Our reference   SF

S..	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per
	10	K		10100221	Animal Bed	100	EA	D	08/03/2004	5.00	USD	1
											USD	
											USD	
											USD	
											USD	
											USD	

On the line item section and the account
assignment are required fields. The Net price
will default from the RFQ.

Item

Account assignment mandatory for material 10100221 (enter acc. ass. cat.)   ETR (1) (511) sapetr INS

Create Purchase Order

| Document overview on | 🗋 🖳 Hold 🔍 | 🕮 🗗 Print preview | Messages | 🛈 🗗 Personal setting |

Purchase order Edit Goto Environment System Help

SAP

| 🛒 Standard PO | | Vendor | 100000206 Dog Grooming Inc. | Doc. date | 06/25/2004 |

- Header
- Item overview
- Item [10] 10100221 , Animal Bed ▲ ▼

| Acceptance Period | Delivery | Invoice | Conditions | Account assignment | Texts | Delivery address | ◀ ▶ |

AccAssCat Cost center Distribution Single account assignm... CoCode State of Arka...

G/L Account No. 5090030000
Business Area
CO Area
Cost Center 383210 🔘
Fund
Functional Area
Funds C

A "K" was place in the account assignment field on the line item section. The system now requires that a cost center be given.
Click the check icon to see that all required information is given.

❌ Enter Cost Center ▷ ETR (1) (511) 🖫 sapetr INS

Create Purchase Order

Document overview on | 🗋 🔁 Hold | 🔍 | 🗐 Print preview | Messages | ℹ️ 🔁 Personal setting

🛒 Standard PO 📄   Vendor   100000204 Pet Surplus   Doc. date   08/13/2004

| Delivery/invoice | Conditions | Texts | Address | Communication | Partners | Additional data | Org... |

Salesperson [   ]   Your reference [   ]
Telephone   [   ]   Our reference   SO
Language   EN

S.	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per
	10	K							04	5.00	USD	1
											USD	
											USD	
											USD	
											USD	
											USD	

Click on the check icon to check the
purchase order. If all necessary fields
are populated you will receive a message
"No messages issued during check".

🔍 🗐 🗐

📄 Item detail

⊘ No messages issued during check   ▷ | ETR (1) (511) 🖳 sapetr | INS

SAP

Purchase order   Edit   Goto   Environment   System   Help

Create Purchase Order

Document overview on | 🗋 🖺 Hold | 🔓 | 🖾 🖨 Print preview | Messages | 🛈 🖅 Personal setting

| 🛒 Standard PO | 🗐 | | Vendor | 100000206 Dog Grooming Inc. | Doc. date | 06/25/2004 △ |

Header
Item overview
Item   [10] 10100221 , Animal Bed   🗐   ▲ ▼

| Acceptance Period | Delivery | Invoice | Conditions | Account assignment | Texts | Delivery address | ◀ ▶ |

AccAssCat Cost center 🗐   Distribution   Single account assignm...🗐 CoCode State of Arka...🗐

G/L Account No.	5090030000
Business Area	0610
CO Area	ARK
Cost Center	383210
Fund	HSC6101
Functional Area	ADMN
Funds Center	272	Commitment Item 502:00:02

Click the save icon to save your purchase
order.

▷ | ETR (1) (511) 🖃 sapetr | INS

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     Revised, August 1, 2004

Create Purchase Order

| Document overview on | 🗋 🗗 | Hold | 🔓 | 🗗 Print preview | Messages | ℹ 🗗 Personal setting |

| 🛒 Standard PO | 🗐 | | Vendor | | Doc. date | 06/25/2004 |
| 🗂 Header |
| 🗂 Item overview |

| 🏳 Item | New item | 🗐 | ▲ ▼ |

The PO number appears at the bottom of your screen.

✅ Standard PO created under the number 4500000256   ▷ | ETR (1) (511) 🖻 sapetr | INS

2-174

Create A Purchase Order with Reference to an Outline Agreement ME21N
USING THE MENU TREE GO Logistics>Materials Management>Purchasing>Purchase Order>Create>Vendor/Supplying Plant Known

2-175

AASIS Support Center, Patricia Orr
   Revised, August 1, 2004

You would create a Release Purchase Order with reference to an outline agreement when the material/service is available on contract.

Using the menu tree:
Logistics>Materials
Management>
Purchasing>Purchase
Order>Create>Vendor/
Supplying Plant Known
or
Type ME21N in the
command field.

Create Purchase Order

| Purchase order | Edit | Goto | Environment | System | Help |

Document overview off | ☐ 📑 | Hold | 🔒 | 📇 Print preview | Messages | 🔢 | 📑 Personal setting

No variant defined

Please choose a variant for the

Standard PO   Vendor

Header
Item overview

Item   New item   ▲▼

Purchase orders
Requests for quotations
Contracts
Scheduling agreements
General purchasing documents
Purchase requisitions
My purchase orders
Purchase orders on hold
My purchase requisitions

Turn your Document overview on and click on the selection variant icon. From the dropdown list choose Contracts.

ETR (1) (511) 🗒 sapetr INS

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Purchasing documents

General selections

Max. no. of hits   5000

Program selections

Material Number		to
Selection Parameters		to
Plant		to
Material short text		to
Supplying plant		to
Storage location		to
Material group		to
Purchasing organization		to
Purchasing group		to
Purchasing Document	4600000000	to
Name of person responsible		to
Document type		to
Document category	K	
Company code		to
Document date		to
Vendor		to

Type in the outline number
you want to reference and
click the execute button
to continue.

ETR (1) (511)   sapetr   INS

AASIS Support Center, Patricia Orr
   Revised, August 1, 2004

• You can enter the purchasing group and purchasing
organization to limit the search.

• If you know your Contract number you can enter it.

•Click the execute button to continue.

Create Purchase Order

Highlight the item or items and click the adopt icon.
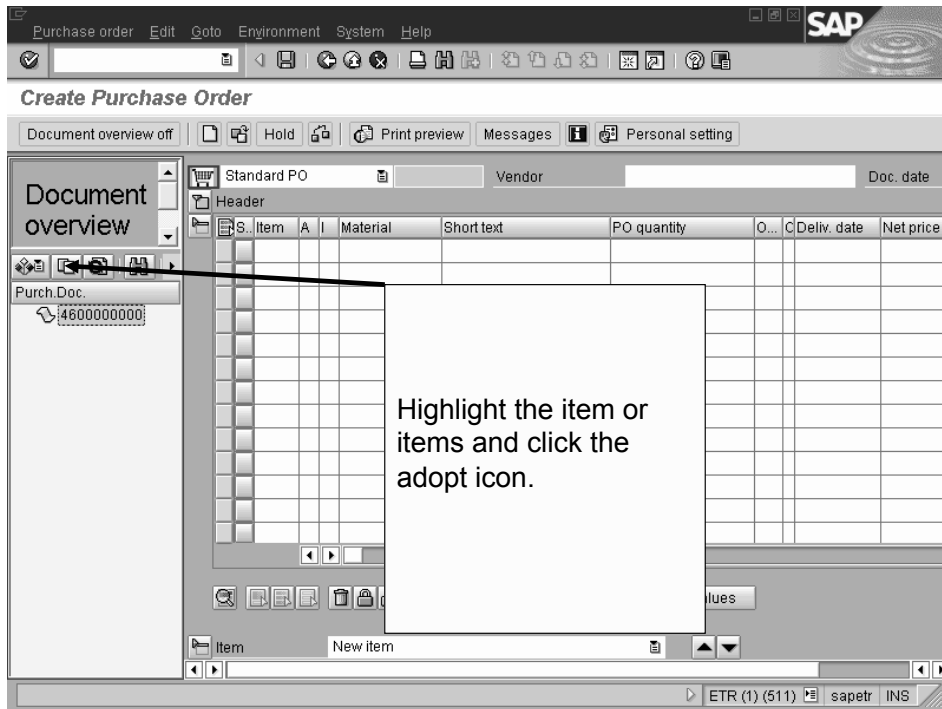
Select the item/items to be used as reference for creating the purchase order. For multiple items use Ctrl or shift keys or mouse+Ctrl key.

Click the adopt icon to adopt the requisition information into the purchase order.

AASIS

Create Purchase Order

| Purchase order | Edit | Goto | Environment | System | Help |

Document overview on | 🗋 🗗 Hold 🔒 | 🖨 🗐 Print preview | Messages | ℹ️ 🗐 Personal setting

| 🛒 Standard PO | 🗐 | | Vendor | 100000214 Maxs Pet Store | Doc. date | 06/28/2004 |

Header

S..	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	
◼	10	U		10100221	Animal Bed		EA	D	06/28/2004	5.00	USD	1	
											USD		▲
											USD		▼

🔍 🗐🗐 🗋🗐🗗 🗐🧮 🖨🗐🗐🗐 📳 Default values

Item | [10] 10100221 Animal Bed

Material data

Material group
Vendor mat. no.

> Remember, the outline agreement is for an
> estimated quantity and a known price. The net
> price copies over from the outline agreement but
> you are **required to enter a quantity.**

ETR (1) (511) 🗐 sapetr INS

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     Revised, August 1, 2004

We have entered a PO quantity of 10.
The two letter code for "Term Contract" copied over from the Outline Agreement.

The system is telling us that we must assign an account assignment to the release PO.

Create Purchase Order

| | Standard PO | | Vendor | 100000214 Maxs Pet Store | Doc. date | 06/28/2004 |

Header

S..	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per
	10	K		10100221	Animal Bed	10	EA	D	06/28/2004	5.00	USD	1
											USD	
											USD	

Item [10] 10100221 , Animal Bed

Material data | Quantities/weights | Deli...

AccAssCat Cost center

G/L Account No. 5090030000
Business Area
CO Area
Cost Center 383210
Fund
Functional Area
Funds Center

Enter Cost Center

A "K" for cost center was entered in the "A" (account assignment category) field in the line items section. Hit enter and it will take you to the account assignment tab of the items detail section. Type in the cost center. You can now check your PO to make sure all required fields are populated. Save your PO.

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NOTE: Make any necessary changes or add any additional data, if copying from a statewide "9999" outline agreement.

The Purchasing Organization "9999" will copy into the release PO. You will have to change it to your agency's purchasing organization number.

Create Purchase Order

Document overview on | 🗋 📑 Hold 🔓 | 📇 Print preview | Messages | 🖿 📇 Personal setting

| 🛒 Standard PO | 🖺 | | Vendor | | | | Doc. date | 06/28/2004 |

🗂 Header

	S..Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	

You will receive a message that your PO was
created.

🔍 📑📑📑 🗑🔒🔓 📑🎛 🖨💬🔽🔽 🗐 Default values

📂 Item   New item   🖺   ▲ ▼

⊘ Standard PO created under the number 4500000255   ▷ ETR (1) (511) 📱 sapetr INS

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Create A Purchase Order Without Reference To A Document ME21N USING THE MENU TREE GO Logistics>Materials Management>Purchasing>Purchase Order>Create>Vendor/Supplying Plant Known

2-184

Using the menu tree: Logistics>Materials Management>Purchasing> Purchase Order>Create> Vendor/Supplying Plant Known

or

Type ME21N in the command field.
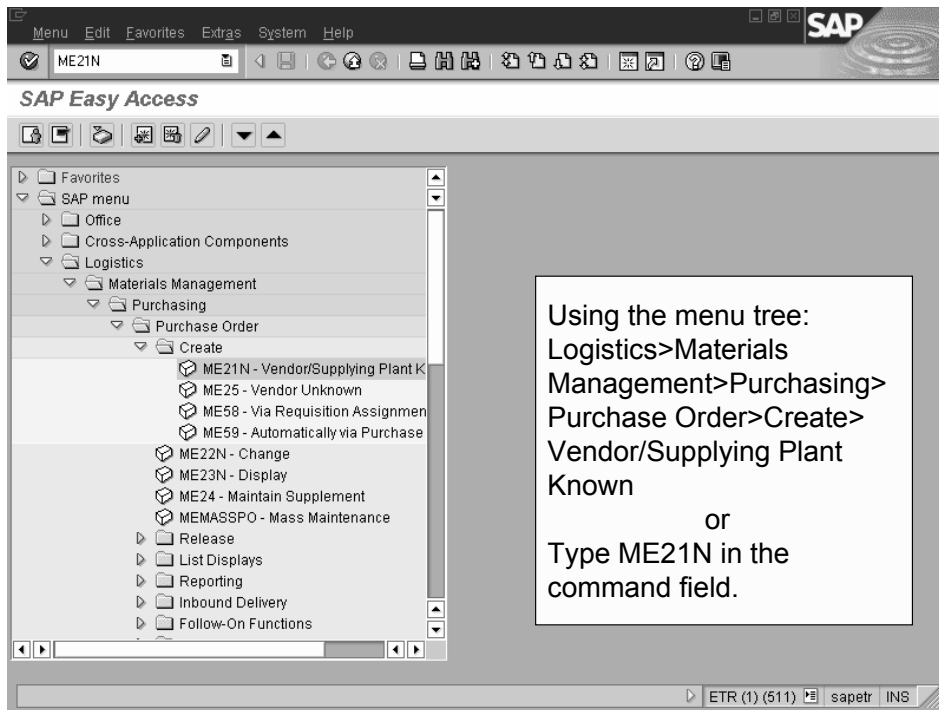
Create Purchase Order

Document overview on | ☐ ☐ Hold ☐ | ☐ Print preview | Messages | ☐ ☐ Personal setting

Standard PO | Vendor | 100000204 Pet Surplus | Doc. date | 06/28/2004

Conditions | Texts | Address | Communication | Partners | Additional data | Org.data | Status

Salesperson
Telephone
Language   EN

Your reference
Our reference   SO

Item overview

Item

The first field that you will need to populate is
the Vendor field. Enter a known vendor number
or you can do a search.
On the communication data tab in the header
section, the Our reference field is a required
field. Go to the Org. data tab.

ETR (1) (511) ☐ sapetr | INS

2-186

Create Purchase Order

Document overview on | 🗋 🗇 Hold 🗇 | 🗇 Print preview | Messages | ℹ️ 🗗 Personal setting

| Standard PO | | Vendor | 100000204 Pet Surplus | Doc. date | 08/13/2004 |

Conditions | Texts | Address | Communication | Partners | Additional data | Org.data | Status

Purchasing Org. 0610 INANCE AND ADMIN
Purch. Group C00 OSP Default Buyer
Company Code ARK State of Arkansas

> The Purchasing Org, Purch. Group, and the Company Code are required fields. You can set these as defaults by going to the Personal Setting button. Go to the Texts tab.

S.. Item	A	I	Material	Short text					
10	K		10100035	animal food					
								USD	
								USD	
								USD	

Default values

Item detail

ETR (1) (511) sapetr INS

Purchase order   Edit   Goto   Environment   System   Help   SAP

Create Purchase Order

| Document overview on | 🗋 🗗 | Hold | 🔓 | 🖨 Print preview | Messages | ℹ 🗗 Personal setting |

Standard PO   🗐   Vendor   100000204 Pet Surplus   Doc. date   08/13/2004

Conditions | Texts | Address | Communication | Partners | Additional data | Org.data | Status | ◄ ► 📋

Header texts   A..

- 📄 Leading Document
- 📄 Invoice Address
- 📄 Agency Contact Info
- 📄 Trailing Document

Continuou

From this field you can enter the
Invoice address along with other
information to print on your PO.

S..	Item	A	I	Material	Short text						Curr...	Per	
	10	K		10100035	animal foo					00	USD	1	
											USD		
											USD		
											USD		
											USD		

| 🔍 | 🗗🗗🗗 | 🗑🔒🔓 | 🗗📇 | 🖨🗐🔽🗐 | 🖱 | Default values |

🗐 Item detail

▷ ETR (1) (511) 📋 sapetr INS

AASIS Support Center, Patricia Orr
     Revised, August 1, 2004

Create Purchase Order

Document overview on | 🗋 🖳 Hold | 🔠 | 🐴 🗗 Print preview | Messages | 🗓 🖼 Personal setting

| 🛒 Standard PO | 🖹 | | Vendor | 100000204 Pet Surplus | | Doc. date | 06/28/2004 |

Header

S..	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per
■	10	K		10100221		10		D	07/26/2004	7.00	USD	
											USD	
											USD	

Default values

Item

M

G/L A
Busin
CO A
Cost
Fund
Funct

Funds Center   Commitment Item

> Required fields in the item overview section are the "A"
> (account assignment category) field, material field, PO quantity,
> delivery date, net price, reference plant, tracking number and
> requisitioner.
>
> Open the item details section to continue.

ETR (1) (511) 🖹 sapetr | INS

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Revised, August 1, 2004

Create Purchase Order

| Document overview on | | □ | ☐ | Hold | 🔂 | | ☒ | 🗐 Print preview | Messages | 🗗 | 🗐 Personal setting |

| Standard PO | 🗐 | | Vendor | 100000204 Pet Surplus | | Doc. date | 06/28/2004 |

Header

S..	Item	Net price	Curr...	Per	O...	Matl group	Plnt	Stor.loc	TrackingNo	Requisitioner	IM mat
■	10	7.00	USD	1	EA	FURNITUR..	Reference Plant		PNORR	trisha	10100:
			USD				Reference Plant		PNORR	trisha	
			USD				Reference Plant		PNORR	trisha	

🔍 🗐🗐📄 📄📄📄 🗐📳 📄📄📄📄 🗐 | Default values |

Item | [10] 10100221 , Animal Bed | 🗐 | ▲ ▼ |

| Material data | Quantities/weights | Delivery schedule | Acceptance Period | Delivery | Invoice | Condi... | ◀ ▶ |

| 🗐 | ↑ 🗐 | AccAssCat | Cost center | 🗐 | Dis

G/L Account No.   5090030000
Business Area
CO Area
Cost Center   383210 ⟲
Fund
Functional Area
Funds Center

Since we put a "K" in the "Account assignment category" you must enter a cost center on the account assignment tab.
Click on the delivery address tab to continue.

❌ Enter Cost Center | ▷ ETR (1) (511) 🗐 sapetr | INS

Create Purchase Order

Document overview on | 🗋 🖫 Hold | 🔂 | ⚥ 🗅 Print preview | Messages | 🚺 🖶 Personal setting

| 🛒 Standard PO | | | | | | | 06/28/2004 |

🗂 Header

S.	Item	Material		Curr...	Per	O...	M
⚠	10	10100221		.00 USD	1	EA	F
				USD			
				USD			

Enter a known address number in the address field, or you can do a search. **Do not** type the address in the fields to the left of the Address field. Click the check icon to make sure all required fields are populated. Once address number is entered green check or enter to adopt address data.

🔍 🖫🖫 🗍🔒

📄 Item   [10] 1010

Acceptance Period   elivery address ◀ ▶ ▤

				Address details
Title	C			Reset address
Name	D		🔲	Repeat address on
	DFA Building			
Street/House number	1509 West 7th Street	RM 600		
District	PULASKI		Address	21953
Postal code/City	72201	LITTLE ROCK		

▷ ETR (1) (511) 📧 sapetr INS

Create Purchase Order

Document overview on | 🗋 🗗 Hold | 🔓 | 🖴 🗗 Print preview | Messages | ℹ 🖳 Personal setting

| | | Standard PO | 🖹 | | Vendor | 100000204 Pet Surplus | | Doc. date | 06/28/2004 |

Header

S..	Item	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	M
△	10	10100221	Animal Bed	10 EA	D	07/26/2004	7.00	USD	1	EA	F

Messages

Typ	Message text	LTxt
△	No message generated for output of purchasing document Item 10 Sched.line 1	⑦
△	A centrally agreed contract exists for this material	⑦

✔ ⌀ Edit ⑦ ⬚ ◀ ◀

DFA Bu...

Street/House number   1509 W

District   PULAS

Postal code/City   72201

> Check your PO for any messages. There are no red stop signs, so green check out of the pop up box.

Repeat address on

21953

▷ | ETR (1) (511) 🖳 sapetr | INS

Purchase order   Edit   Goto   Environment   System   Help

SAP

Create Purchase Order

Document overview on | □ ☞ Hold | ⏏ | △   ⑦ Print preview | Messages   🔲 🖥 Personal setting

🛒 Standard PO   ▤   Vendor   100000204 Pet Surplus   Doc. date   06/28/2004   △

📂 Header

	S..	Item	Material	Short text		PO quantity		O...	C	Deliv. date	Net price	Curr...	Per	O...	M
	△	10	10100221	Animal Bed			10	EA	D	07/26/2004	7.00	USD	1	EA	F
												USD			▲
												USD			▼

🔍 📑📑📑 🗑🔒🔓 🗔🖩 🖨🎚🔻📑   🗐   Default values

📂 Item

Acceptan

Click the save icon to save your purchase order.

ess   ◄ ► 📑

Title   ss details

Name   DFA   ✍   Reset address
                  DFA Building   🗐   Repeat address on
Street/House number   1509 West 7th Street   RM 600
District   PULASKI   Address   21953
Postal code/City 72201   LITTLE ROCK

                                                           ▷   ETR (1) (511) 📧 sapetr INS

AASIS Support Center, Patricia Orr
     Revised, August 1, 2004

Create Purchase Order

| Document overview on | | | Hold | | Print preview | Messages | | Personal setting |

| Standard PO | | | Vendor | | | Doc. date | 06/28/2004 |

Header

S..	Item	Material	Short text	PO quantity	O..	C	Deliv. date	Net price	Curr...	Per	O...	M

| Default values |

Item   New item

Your purchase order number appears at
the bottom of your screen.

Standard PO created under the number 4500000256   ETR (1) (511) sapetr INS

Change A Purchase Order ME22N USING THE MENU TREE GO Logistics>Materials Management>Purchasing>Purchase Order>Change

AASIS Support Center, Patricia Orr
Revised, August 1, 2004

This document describes the procedure required to change information on a P.O. The fields that you are allowed to change on a P.O. are dependent on the status of the purchase order. Purchase orders that have not yet been transmitted to the vendor can be changed without restriction. If you change a P.O. that has already been transmitted to the vendor, you must list those changes in the header text "change order". The only changes that print on the Change Order PO is the item material info, quantity/pricing, invoice address, contact person. Delivery locations and other text will not print on the document unless you enter that information in the "change order" text field.

Change A Purchase Order (cont.) ME22N USING THE MENU TREE GO Logistics>Materials Management>Purchasing>Purchase Order>Change

AASIS Support Center, Patricia Orr
Revised, August 1, 2004
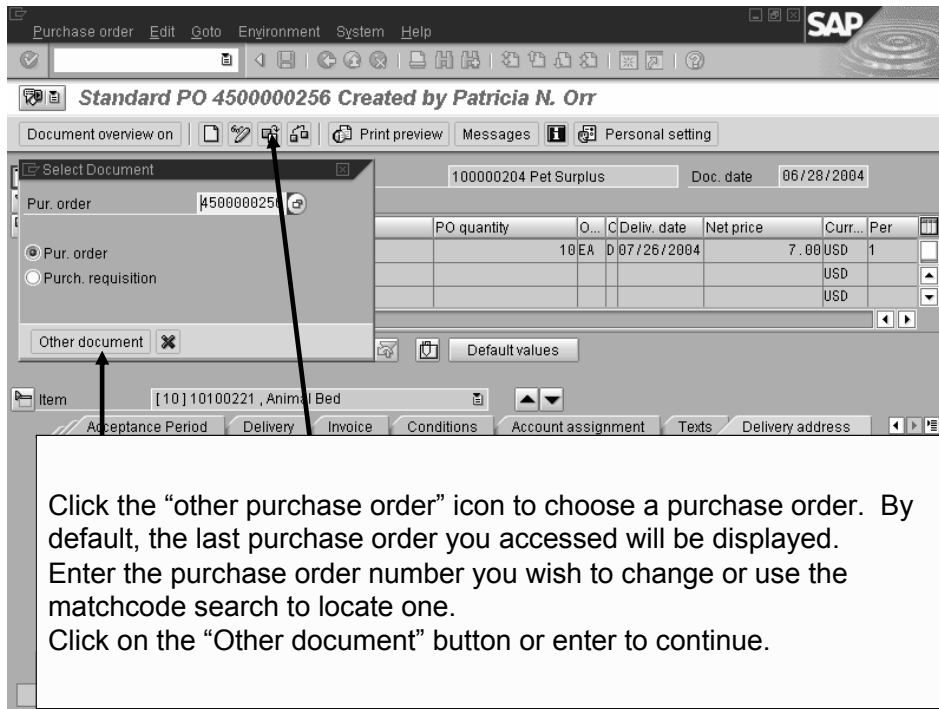
When a P.O. item is no longer required (neither the original quantity nor a partial, remaining delivery), you must un-commit the remaining, outstanding value of the item in one of two ways:

1. If a partial quantity has been received against the item, de-commit the remaining value by checking the Deliv. Compl. Indicator on the Delivery tab of the item detail, and checking the final invoice indicator on the Invoice tab of the item detail or decreasing the quantity to the delivered and invoiced price.

2. If no quantity has been received against the item, delete the item by selecting the item and clicking on the trash can.
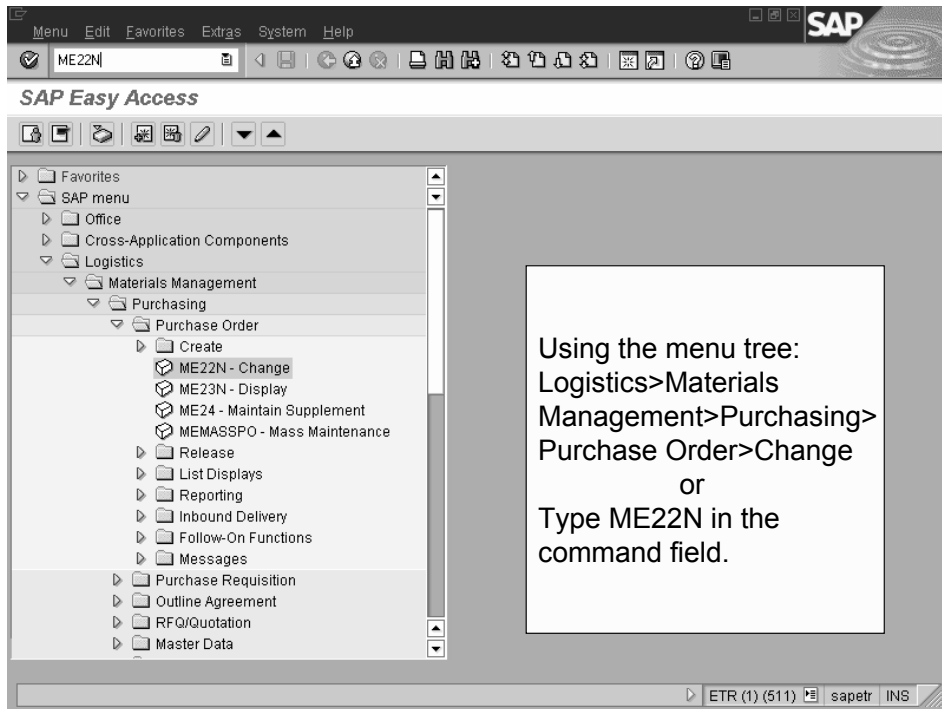
Using the menu tree:
Logistics>Materials
Management>Purchasing>
Purchase Order>Change
            or
Type ME22N in the
command field.

Purchase order   Edit   Goto   Environment   System   Help

SAP

Standard PO 4500000256 Created by Patricia N. Orr

Document overview on | Print preview | Messages | Personal setting

Select Document

Pur. order   4500000256

100000204 Pet Surplus   Doc. date   06/28/2004

○ Pur. order
○ Purch. requisition
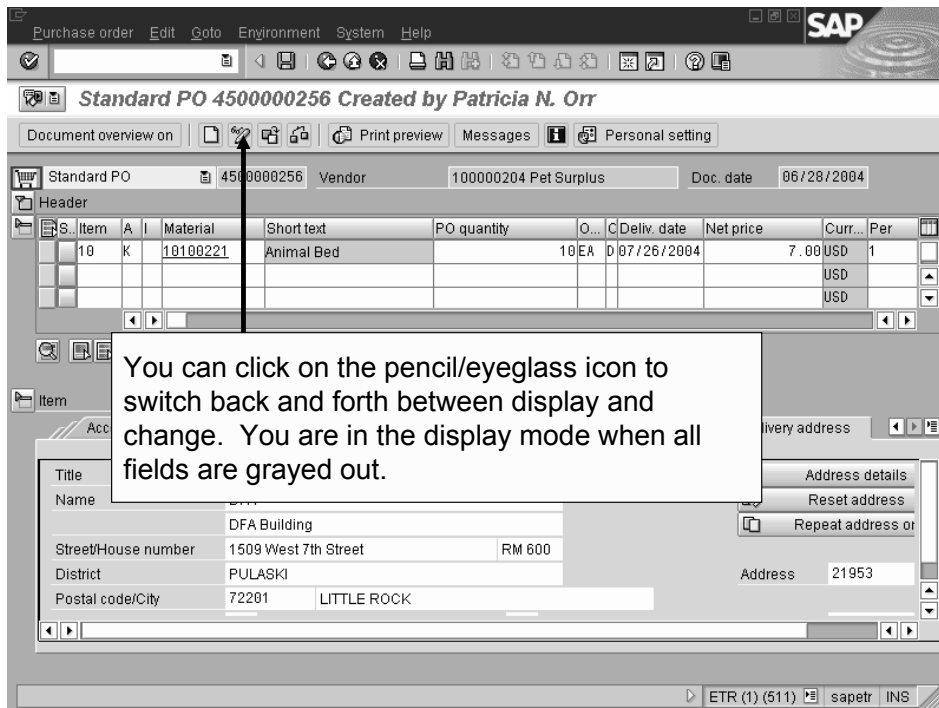
	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	
	10 EA	D	07/26/2004	7.00	USD	1	
					USD		
					USD		

Other document ✖

Default values

Item   [10] 10100221 , Animal Bed

Acceptance Period   Delivery   Invoice   Conditions   Account assignment   Texts   Delivery address

Click the "other purchase order" icon to choose a purchase order. By
default, the last purchase order you accessed will be displayed.
Enter the purchase order number you wish to change or use the
matchcode search to locate one.
Click on the "Other document" button or enter to continue.

You can click on the pencil/eyeglass icon to switch back and forth between display and change. You are in the display mode when all fields are grayed out.

Purchase order Edit Goto Environment System Help

Standard PO 4500000256 Created by Patricia N. Orr

Document overview on | Print preview | Messages | Personal setting

| Standard PO | 4500000256 | Vendor | 100000204 Pet Surplus | Doc. date | 06/28/2004 |

Delivery/invoice | Conditions | Texts | Address | Communication | Partners | Additional data | Org...

Salesperson	Mel Smith		Your reference	
Telephone	555-5555		Our reference	SO
Language	EN			

Salesperson name and telephone number can be entered as optional information.

S.	Item	A	I	Material						Curr...	Per	
	10	K		10100221	A				7.00	USD	1
										USD	
										USD	

Default values

Item [10] 10100221 , Animal Bed

Acceptance Period | Delivery | Invoice | Conditions | Account assignment | Texts | Delivery address

| Title | Company | | Address details |

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The PO quantity was changed from 10 to 20.

SAP

Purchase order Edit Goto Environment System Help

Standard PO 4500000256 Created by Patricia N. Orr

Document overview on | Print preview | Messages | Personal setting

Standard PO | 4500000256 | Vendor | 100000204 Pet Surplus | Doc. date | 06/28/2004

Header

S.. Item		quantity	O...	C	Deliv. date	Net price	Curr...	Per	
10		10 EA	D	08/04/2004	7.00	USD	1	
						USD		
						USD		

Click on the save icon to save your changes.

The delivery date was changed from 7/26/04 to 08/04/2004.

Item | [10] 10100221 , Animal Bed

Acceptance Period | Delivery | Invoice | Conditions

Title	Company				etails
Name	DFA			Reset address	
	DFA Building			Repeat address or	
Street/House number	1509 West 7th Street	RM 600			
District	PULASKI			Address	21953
Postal code/City	72201	LITTLE ROCK			

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   Revised, August 1, 2004

NOTE: If a change is made to the account assignment information (cost center, internal order, asset or WBS) the original line must be decreased (if receipts are already posted) or deleted and a new line added due to the integration with Funds Management and the errors that can be caused when changing that data in an existing line.

Approve/Release a Purchase Order ME29N
USING THE MENU TREE GO
Logistics>Materials Management>Purchasing>Purchase Order>Release>Individual Release

2-204

Menu   Edit   Favorites   Extras   System   Help

me29n

SAP Easy Access

▷ 🗀 Favorites
▽ 🗀 SAP menu
  ▷ 🗀 Office
  ▷ 🗀 Cross-Application Components
  ▽ 🗀 Logistics
    ▽ 🗀 Materials Management
      ▽ 🗀 Purchasing
        ▽ 🗀 Purchase Order
          ▷ 🗀 Create
          ◇ ME22N - Change
          ◇ ME23N - Display
          ◇ ME24 - Maintain Supplement
          ◇ MEMASSPO - Mass Maintenance
          ▽ 🗀 Release
            ◇ ME29N - Individual Release
            ◇ ME28 - Collective Release
        ▷ 🗀 List Displays
        ▷ 🗀 Reporting
        ▷ 🗀 Inbound Delivery
        ▷ 🗀 Follow-On Functions
        ▷ 🗀 Messages
      ▷ 🗀 Purchase Requisition
      ▷ 🗀 Outline Agreement

Using the menu tree:
Logistics>Materials
Management>
Purchasing>Purchase
Order>Release>
Individual Release
      or
Type ME29N in the
command field.

▷ | ETR (1) (510) 🗉 | sapetr | INS

Purchase order Edit Goto Environment System Help

SAP

Release Standard PO 4500000216

Document overview on | Print preview | Messages | Personal setting

| Standard PO | 4500000216 | Vendor | 100000203 Pet Smart | Doc. date | 04/28/2004 |

Select Document

Partners | Additional data | Org.data | Status | Release strat...

Pur. order   4500000358

Code	Description	Stat...	Rel...
AG	Agency Approval	✔	

○ Pur. order
○ Purch. requisition

Other document ✖

To bring in the PO that you need to approve, click on the Other Document icon. You will receive a pop up box. Type in the PO number to be released and hit enter or click the Other document button.

S..	Item	A	I	Material	Short text
	10	K		10100058	Animal Vitamins

Item   [10] 10100058 , Animal Vitamins

Delivery | Invoice | Conditions | Account assignment | Purchase order history | Texts | Delivery add...

Item texts   Any...

ETR (1) (510) sapetr INS

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Click on the green check and pencil.

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You will receive a message that the release was effected with release code AG. Be sure and save.

Release effected with release code AG

Standard PO 4500000358 Created by Patricia N. Orr

| Standard PO | 4500000358 | Vendor | 100000205 Animal Habitate | Doc. date | 10/06/2004 |

Texts | Address | Communication | Partners | Additional data | Org.data | Status | Release strat...

Release group   P1 Purchase Order

Release strategy   P1 Agency PO

Release indicator 1   Released

Code	Description	Stat...
AG	Agency Approval	✓

S.	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per
	10	K		10100252	ANIMAL FEEDER	50 EA		D	11/24/2004	5.50	USD	1

Once you have hit save a message will come up at the bottom of the screen that the PO was changed.

Item

Delivery

Item texts   Any...

⊘ Standard PO 4500000358 changed   ▷ ETR (1) (510) ▣ sapetr | INS
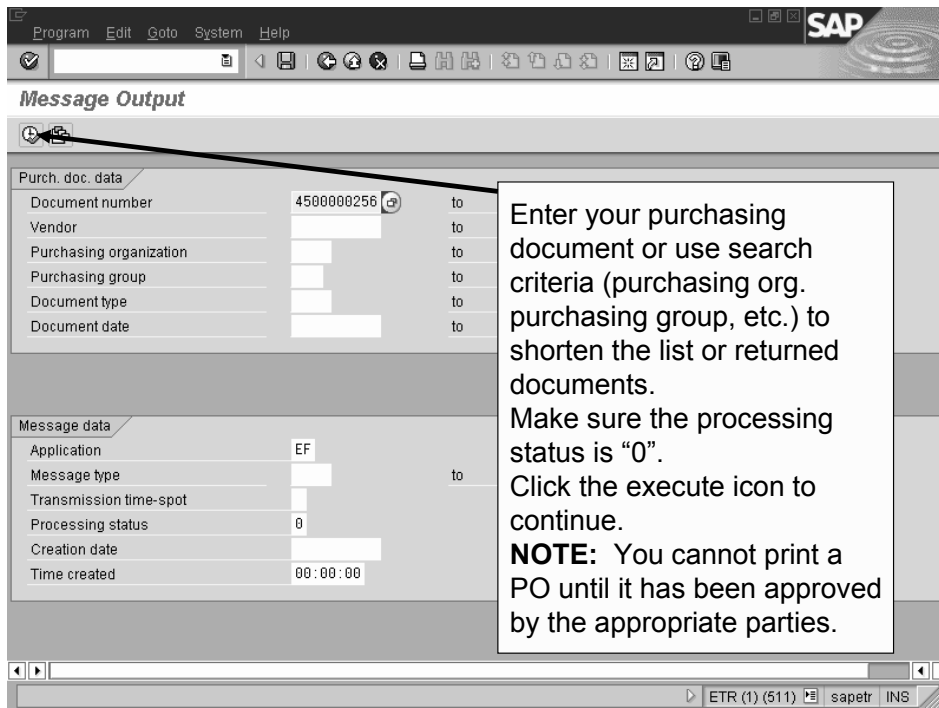
Message Output: Print/Transmit Purchase Order
ME9F
USING THE MENU TREE GO
Logistics>Materials Management>Purchasing>Purchase Order>Messages>Print/Transmit

2-210

AASIS Support Center, Patricia Orr
Revised, August 1, 2004

Once a purchase order is created and approved in AASIS, you must send a physical copy of it to the vendor.

The print/transmit transaction allows you to print a purchase order to a vendor and preview it on your screen.

Once a purchase order has been successfully transmitted to the vendor, AASIS "locks down" the purchase order. Subsequent changes to the P.O. will be transmitted to the vendor as a Change Order.

Using the menu tree:
Logistics>Materials
Management>
Purchasing>Purchase
Order>Messages>
Print/Transmit
              or
Type ME9F in the
command field.

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Program Edit Goto System Help

SAP

Message Output

Purch. doc. data
Document number   4500000256   to
Vendor   to
Purchasing organization   to
Purchasing group   to
Document type   to
Document date   to

Message data
Application   EF
Message type   to
Transmission time-spot
Processing status   0
Creation date
Time created   00:00:00
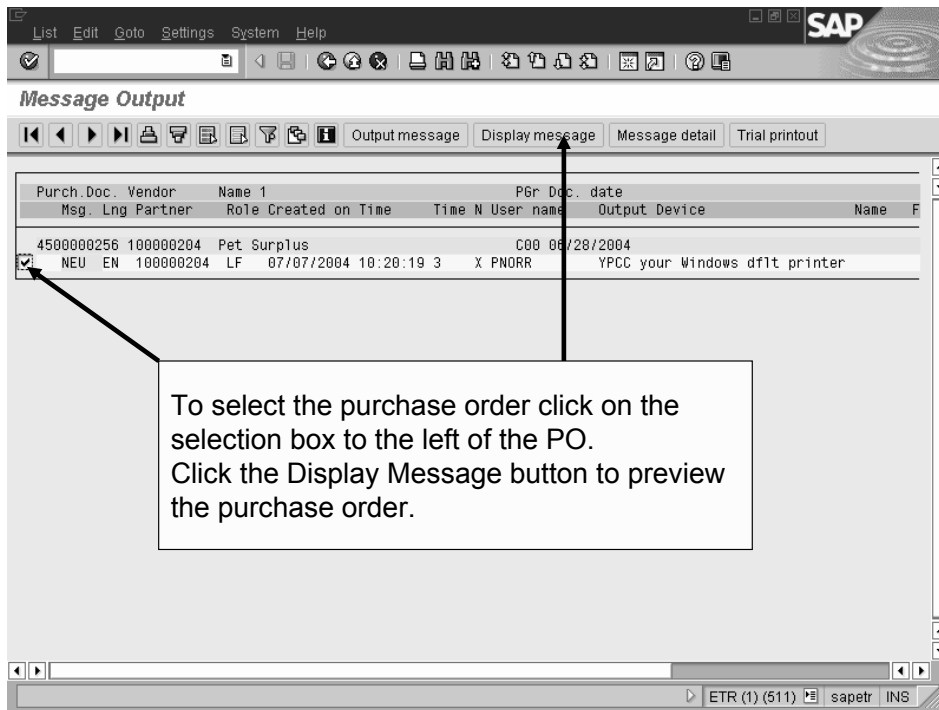
Enter your purchasing
document or use search
criteria (purchasing org.
purchasing group, etc.) to
shorten the list or returned
documents.
Make sure the processing
status is "0".
Click the execute icon to
continue.
NOTE: You cannot print a
PO until it has been approved
by the appropriate parties.

ETR (1) (511) sapetr INS

Message Output

| K ◀ ▶ ▶| 🖨 🖷 🖹 🖺 🝙 🗐 🔳 | Output message | Display message | Message detail | Trial printout |

```
Purch.Doc. Vendor     Name 1                        PGr Doc. date
   Msg. Lng Partner    Role Created on Time     Time N User name     Output Device          Name  F

4500000256 100000204  Pet Surplus                   C00 06/28/2004
☑  NEU  EN  100000204  LF   07/07/2004 10:20:19 3    X PNORR          YPCC your Windows dflt printer
```

To select the purchase order click on the
selection box to the left of the PO.
Click the Display Message button to preview
the purchase order.

▷ | ETR (1) (511) 🖭 sapetr | INS

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Text Edit Goto System Help

SAP

Print Preview of YPCC Page 00001 of 00001

STATE OF ARKANSAS

Page
1/1

Purchase Order

Vendor No.   100000204
Contact
Your reference

Pet Surplus
1295 Gil Road
LITTLE ROCK AR 72202

PO No.   4500000256
Date   06/28/2004

Contact   OSP Default Buyer
Telephone

Send Invoice To:

Ship To:
Company
DFA
DFA Buildi
RM 600 1509 West 7th Street

This displays the way the purchase
order will look when printed.
Click on the green back arrow to
return to the worklist.
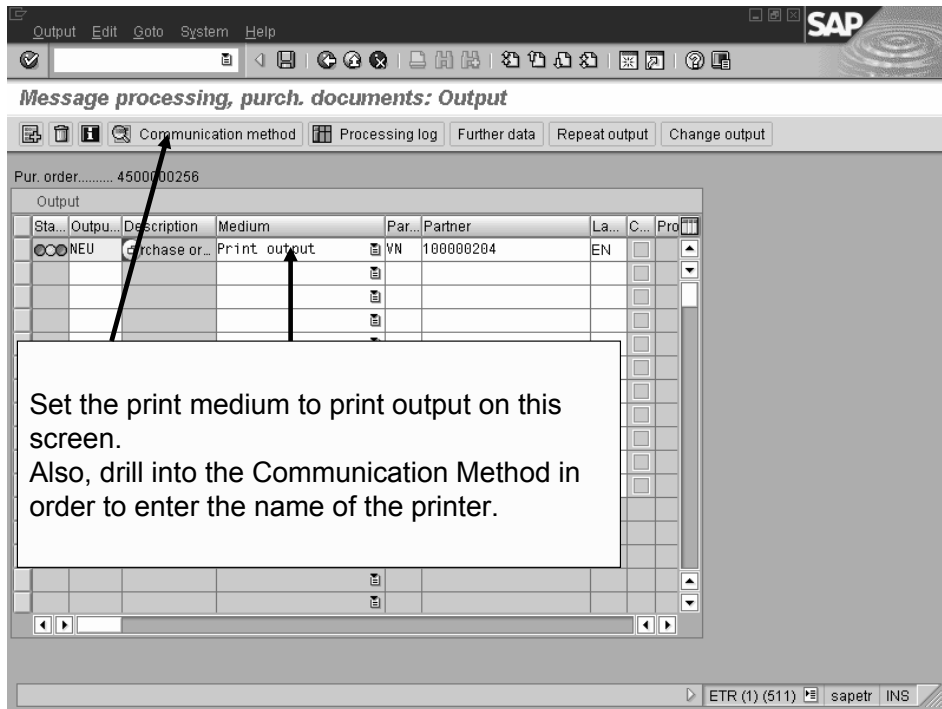
ETR (1) (511) sapetr INS

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Message Output

| | | | | | | | | | | | Output message | Display message | Message detail | Trial printout |

Purch.Doc. Vendor   Name 1   PGr Doc. date
    Msg. Lng Partner   Role Created on Time   Time N User name   Output Device   Name   F

4500000256 100000204 Pet Surplus   C00 06/28/2004
☑   NEU EN 100000204 LF   07/07/2004 10:20:19 3   X PNORR   YPCC your Windows dflt printer

To change the output medium (from print to fax for example),
click on the Message Detail button.

ETR (1) (511) sapetr INS

SAP

Output   Edit   Goto   System   Help

Message processing, purch. documents: Output

Communication method | Processing log | Further data | Repeat output | Change output

Pur. order.......... 4500000256

Output

Sta...	Outpu...	Description	Medium	Par...	Partner	La...	C...	Pro
○○○	NEU	Purchase or...	Print output	VN	100000204	EN		

Set the print medium to print output on this
screen.
Also, drill into the Communication Method in
order to enter the name of the printer.

ETR (1) (511)   sapetr   INS

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Message processing, purch. documents: Output

Vendor	100000204	Pet Surplus
Output type	NEU	Purchase order

Printing information

Logical destination	YPCC your Windows dflt printer
	Default printer defined on the PC where your GUI is
Number of messages	☑ Print immediately
Spool request name	☑ Release after output

When using the print function, select the identification for your local printer. Check the "Print immediately" and "Release after output" checkboxes. Click on the green back arrow to continue. **NOTE:** If a file copy is required, you can input the "number of messages" to a quantity greater than 1, so multiple copies can be printed.

Form

Form	

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Output Edit Goto System Help

Message processing, purch. documents: Output

Communication method | Processing log | Further data | Repeat output | Change output

Pur. order......... 4500000256

Output

Sta...	Outpu...	Description	Medium		Par...	Partner	La...	C...	Pro
○○○	NEU	rchase or...	Print output		VN	100000204	EN		

Click on the save icon to save for printing.

ETR (1) (511) | sapetr | INS

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SAP

List Edit Goto Settings System Help

Message Output

Output message | Display message | Message detail | Trial printout

```
Purch.Doc. Vendor     Name 1                    PGr Doc. date
   Msg. Lng Partner    Role Created on Time      Time N User name    Output Device            Name  F

 4500000256 100000204  Pet Surplus                   C00 06/28/2004
☑   NEU  EN  100000204  LF   07/07/2004 10:20:19 3    X PNORR       YPCC your Windows dflt printer
```

To process a "Trial" printout (a test print that will not "lock
down" the purchase order), select the line and click on the
trial printout button.
For a final print, select the line and click on the Output
message button.
This will send the finalized document to the selected printer.
This "locks down" the purchase order.

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Message Output

Purch.Doc. Vendor   Name 1   PGr Doc. date
  Msg. Lng Partner   Role Created on Time   Time N User name   Output Device   Name F

4500000256 100000204 Pet Surplus   C00 06/28/2004
  ✔ NEU EN 100000204 LF   07/07/2004 10:20:19 3   X PNORR   YPCC your Windows dflt printer

Once successful, a green check will be
displayed on the same line that you
selected for processing.
Click twice on the green back arrow button
to exit.

Message Output: Reprint A Purchase Order
ME9F
USING THE MENU TREE GO
Logistics>Materials Management>Purchasing>Purchase Order>Messages>Print/Transmit

Using the menu tree:
Logistics>Materials
Management>
Purchasing>Purchase
Order>Messages>
Print/Transmit
        or
Type ME9F in the
command field.

Message Output

Program	Edit	Goto	System	Help

Message Output

Purch. doc. data

		to	
Document number	4500000256	to	
Vendor		to	
Purchasing organization		to	
Purchasing group		to	
Document type		to	
Document date		to	

Message data

Application	EF
Message type	
Transmission time-spot	
Processing status	1
Creation date	
Time created	00:00:00

> Type in the purchase order number and change the processing status from 0 to 1.
> Click the execute icon to continue.

ETR (1) (511) sapetr INS

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Message Output

List Edit Goto Settings System Help		SAP

Purch.Doc. Vendor   Name 1   PGr Doc. date
    Msg. Lng Partner   Role Created on Time   Time N User name   Output Device   Name F

4500000256 100000204 Pet Surplus   C00 06/28/2004
☑ ✔ NEU EN 100000204 LF   07/07/2004 10:20:19 3   X PNORR   YPCC your Windows dflt printer

Click in the box to the left of the
green check and click the message
detail button.

ETR (1) (511) sapetr INS

Message processing, purch. documents: Output

Communication method | Processing log | Further data | Repeat output | Change output

Pur. order......... 4500000256

Output

Sta...	Outpu...	Description	Medium		Par...	Partner	La...	C...	Pro
	NEU	Purchase or...	Print output		VN	100000204	N		07/

Highlight the line and click the
Repeat output button.

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Message processing, purch. documents: Output

Communication method | Processing log | Further data | Repeat output | Change output

Pur. order......... 4500000256

Output

Sta...	Outpu...	Description	Medium		Par...	Partner	La...	C...	Pro
⬤⬤	NEU	Purchase or...	Print output		VN	100000204	EN		
⬤⬤	NEU	Purchase or...	Print output		VN	100000204	EN		07/

Highlight the line with the yellow
button and save.

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ETR (1) (511) sapetr INS

Green arrow back to go to the initial screen.

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    Revised, August 1, 2004

Program   Edit   Goto   System   Help

SAP

Message Output

Purch. doc. data
Document number   4500000256   to
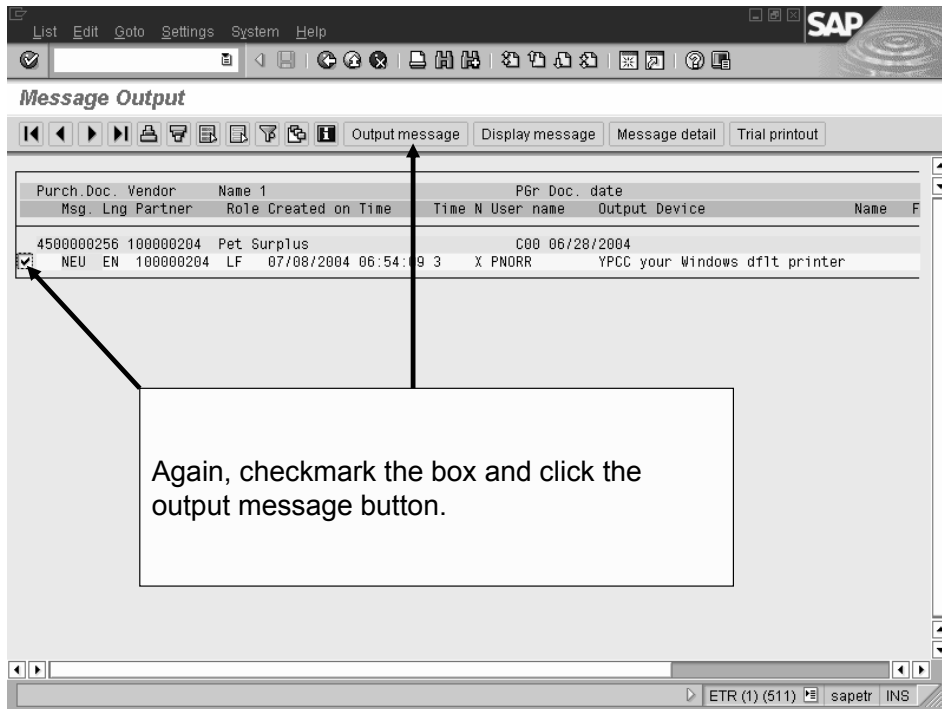Vendor   to
Purchasing organization   to
Purchasing group   to
Document type   to
Document date   to

Retype in the purchase order
number and make sure the
processing status has changed back
to 0. Execute to continue.

Message data
Application   EF
Message type
Transmission time-spot
Processing status   0
Creation date
Time created   00:00:00

ETR (1) (511)   sapetr   INS

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    Revised, August 1, 2004

List Edit Goto Settings System Help

Message Output

|◀ ◀ ▶ ▶| ⏚ ⊟ ⊟ ⊟ 🏳 🗗 🚹 Output message | Display message | Message detail | Trial printout

Purch.Doc. Vendor   Name 1   PGr Doc. date
    Msg. Lng Partner   Role Created on Time   Time N User name   Output Device   Name F

4500000256 100000204 Pet Surplus   C00 06/28/2004
☑   NEU EN 100000204 LF   07/08/2004 06:54:09 3   X PNORR   YPCC your Windows dflt printer

Again, checkmark the box and click the
output message button.

▷ | ETR (1) (511) 🖭 sapetr | INS

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Message Output

A green check will appear that your PO
was successfully reprinted.

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     Revised, August 1, 2004